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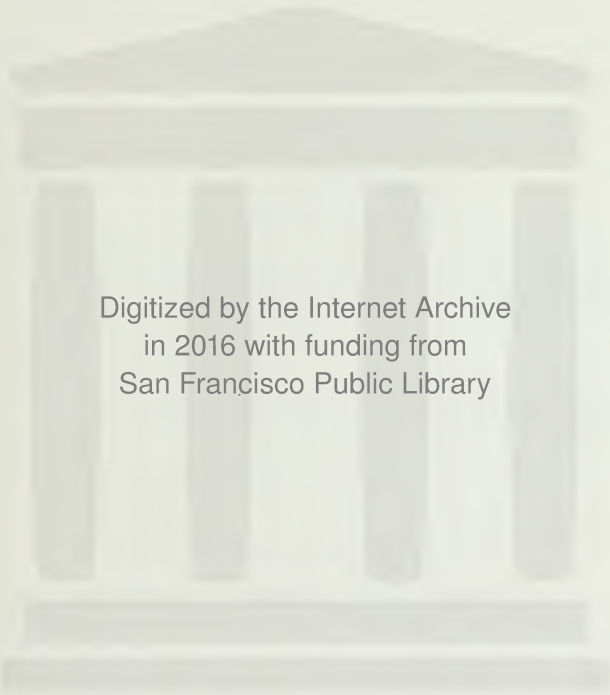


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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

AGENDA Regular Meeting January 5, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 15, 2014
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldford
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of December 15, 2014

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Report on the Personal Services Contracts Database – Union Notifications.
(File No. 0279-14-1) – Action Item

Recommendation: Accept the report.

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0280-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41036-14/15	Airport	\$5,000,000	The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.	Regular	12/31/2019
44680-14/15	Public Health	\$845,000	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	Regular	6/30/2020
48657-14/15	Municipal Transportation Agency	\$9,500,000	The Pay-By-Phone (PBP) application contractor will provide software administration, maintenance, and support for the payment processing of credit cards to pay for parking meter usage. This service allows the public via the PBP payment method on personal smart phones (or other comparable devices) to pay for use at all metered spaces in the City, including those spaces under the jurisdiction of the Port of San Francisco ("Port").	Regular	5/30/2024
44709-14/15	Police	\$121,090	Currently the San Francisco Police Department (SFPD) Forensic Biology unit owns a Tecan HID EVOLUTION 150 robot system. Federal standards require all new instrumentation utilized for casework to be validated prior to use. Vendor will provide validation services of the Tecan HID EVOLUTION 150 for use. Upon validation of the system, casework will be processed, increasing both the quality and efficiency of the Forensic Biology Unit.	Regular	12/31/2015
45542-14/15	Public Utilities Commission	\$200,000	An independent analysis and review of revenue, costs of service, and rates for the electric utilities under the jurisdiction of the San Francisco Public Utilities Commission (SFPUC). Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service based on their respective service requirements and development of schedules or electric rates to recover allocated costs from each retail customer class.	Regular	12/1/2016
41501-14/15	Recreation and Park Commission	\$800,000	The Recreation and Park Department (RPD) is seeking the services of engineering firms with marina and coastal engineering expertise that can deliver a Criteria Package for the waterside improvements to the Marina Yacht Harbor, East Harbor, which RPD intends will be performed under separate contract by a design-builder. This consultant shall be tasked with providing preliminary design services for marina, coastal and general civil engineering, and consulting support services during the design/build process. Landside improvement designs will be prepared by the City and County of San Francisco's Department of Public Works (DPW).	Regular	12/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45873-14/15	Recreation and Park Commission	\$1,200,000	Provide full Architectural and Engineering (A/E) services for the Garfield Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	1/1/2020
43213-14/15	General Services Agency	\$750,000	Training users on the citywide Enterprise Licensed Esri Geographic Information System (GIS) Software products, and Geographic Information System (GIS) Project consulting.	Regular	9/30/2018

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Department's Fiscal Years 2015-16 and 2016-17 Budget Preparation Schedule.
(File No. 0268-14-1) – Action Item**

December 15, 2014: Direct Commission staff to prepare Fiscal Years 2015-16 and 2016-17 Budget Request at current service and staff levels; continue to negotiate amounts; present budget request at the Commission meeting of January 5, 2015; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit Fiscal Years 2015-16 and 2016-17 Budget Request to the Controller's Office and the Mayor's Office by February 23, 2015.

Recommendation: Direct the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2015-17 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2015-17 Budget Request to the Controller and the Mayor by February 23, 2015.

**(9) Proposed Amendment to Civil Service Rule 112 – Eligible Lists to Add Article VIII – Office of Community Investment and Infrastructure-Only Eligible Lists.
(File No. 0277-14-5) – Action Item**

Recommendation: Accept the Executive Officer's report; incorporate any changes made by the Commission; direct the Executive Officer to post the proposed Rule 112 for adoption following meet and discuss with the affected labor union(s) and interested stakeholders.

SEPARATIONS AGENDA

- (10) **Request for Hearing by Edward Campos of his Designation of “Unsatisfactory Services” in his Resignation as a 2996 Representative with the Human Rights Commission.
(File No. 0268-12-7) – Action Item**

Recommendation: Uphold the Human Rights Commission’s decision to designate his City and County of San Francisco service as a 2996 Representative with the Human Rights Commission as “Unsatisfactory”, and deny Mr. Campos’ appeal.

- (11) **Request for Hearing by Gary McMurtry, Transit Power Line Worker (Job Code 7366), Municipal Transportation Agency, on his Future Employment Restrictions.
(File No. 0222-14-7) – Action Item**

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years’ work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a certified substance abuse professional for any safety sensitive positions.

- (12) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting January 5, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Rocanova	Present

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President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Joe Brenner, SEIU Local 1021 addressed the Commission with concerns regarding the Personal Services Contracts' Policy and Procedures and continued meetings with the Executive Officer.

Sin Yee Poon, SEIU Local 1021 addressed the Commission regarding the misuse of Personal Services Contracts by the Human Services Agency and contracting out work of 2903 Eligibility Workers.

Xiu Min Li, SEIU Local 1021 addressed the Commission regarding the use of Personal Services Contracts at the Human Services Agency.

APPROVAL OF MINUTES

Regular Meeting of December 15, 2014

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS

President Normandy welcomed Michael L. Brown as our new Executive Officer.

HUMAN RESOURCES DIRECTOR'S REPORT

Micki Callahan informed the Commission that after meeting with SEIU, the Department of Human Resources (DHR) reminded departments of the 60 day notification requirement of notifying SEIU of Personal Service Contract (PSC) Proposals. DHR continues to work on improving the process and will be conducting more training on the PSC database with departments and SEIU. The PSC database produces more visibility for the public, departments and unions.

Ms. Callahan also provided background on the rule proposal that was on the agenda. She informed the Commission that the Office of Community Investment and Infrastructure was the successor agency to the former Redevelopment Agency (RDA). There was a long history of navigating human resources issues from the Governor's dissolution of RDA into successive pieces of legislation. Disputes arose with labor partners regarding whom the employer was and who was obligated to negotiate contracts. Individual careers have been disadvantaged by the dissolution of RDA, but DHR made good progress in resolving these issues by proposing an important piece of resolution that will bring these individuals ultimately into city employment with civil service status.

**0279-14-1 Report on the Personal Services Contracts Database – Union Notifications.
(Item No. 5)**

Speakers: Micki Callahan, Department of Human Resources
 Brent Lewis, Department of Human Resources
 Richard Isen, Department of Technology

Action: Accepted the report. (Vote of 5 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Sandra Eng, Assistant Executive Officer reported meeting with SEIU Local 1021 representatives regarding the Personal Services Contracts Policies and Procedures and acknowledge that there are still concerns regarding Union notifications and need clarification on urgent vs. emergency situations.

**0280-14-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41036-14/15	Airport	\$5,000,000	The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.	Regular	12/31/2019

Civil Service Commission Meeting Minutes

Regular Meeting of January 5, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44680-14/15	Public Health	\$845,000	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	Regular	6/30/2020
48657-14/15	Municipal Transportation Agency	\$9,500,000	The Pay-By-Phone (PBP) application contractor will provide software administration, maintenance, and support for the payment processing of credit cards to pay for parking meter usage. This service allows the public via the PBP payment method on personal smart phones (or other comparable devices) to pay for use at all metered spaces in the City, including those spaces under the jurisdiction of the Port of San Francisco ("Port").	Regular	5/30/2024
44709-14/15	Police	\$121,090	Currently the San Francisco Police Department (SFPD) Forensic Biology unit owns a Tecan HID EVOLUTION 150 robot system. Federal standards require all new instrumentation utilized for casework to be validated prior to use. Vendor will provide validation services of the Tecan HID EVOLUTION 150 for use. Upon validation of the system, casework will be processed, increasing both the quality and efficiency of the Forensic Biology Unit.	Regular	12/31/2015
45542-14/15	Public Utilities Commission	\$200,000	An independent analysis and review of revenue, costs of service, and rates for the electric utilities under the jurisdiction of the San Francisco Public Utilities Commission (SFPUC). Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service based on their respective service requirements and development of schedules or electric rates to recover allocated costs from each retail customer class.	Regular	12/1/2016
41501-14/15	Recreation and Park Commission	\$800,000	The Recreation and Park Department (RPD) is seeking the services of engineering firms with marina and coastal engineering expertise that can deliver a Criteria Package for the waterside improvements to the Marina Yacht Harbor, East Harbor, which RPD intends will be performed under separate contract by a design-builder. This consultant shall be tasked with providing preliminary design services for marina, coastal and general civil engineering, and consulting support services during the design/build process. Landside improvement designs will be prepared by the City and County of San Francisco's Department of Public Works (DPW).	Regular	12/31/2017
45873-14/15	Recreation and Park Commission	\$1,200,000	Provide full Architectural and Engineering (A/E) services for the Garfield Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. A/E firm shall also provide cost estimating services during the course of the project.	Regular	1/1/2020
43213-14/15	General Services Agency	\$750,000	Training users on the citywide Enterprise Licensed Esri Geographic Information System (GIS) Software products, and Geographic Information System (GIS) Project consulting.	Regular	9/30/2018

Speakers:

Jacquie Hale, Department of Public Health and Joe Brenner, SEIU Local 1021 spoke on PSC #44680-14/15

Lorraine Fuqua, Municipal Transportation Agency spoke on PSC #48657-14/15

Mark Powell, San Francisco Police Department spoke on PSC #44709-14/15

Jason Renteria, Department of Technology spoke on PSC #43213-14/15

Jolie Giles, Department of Technology

0280-14-8 Cont.

- Action:**
- 1) Postponed PSC #44680-14/15 to the meeting of February 2, 2015. (Vote of 5 to 0)
 - 2) Approved PSC #48657-14/15 with the condition that the Municipal Transportation Agency has to report back to the Commission at the end of the 5th year period. (Vote of 5 to 0)
 - 3) Approved PSC #44709-14/15. (Vote of 5 to 0)
 - 4) Approved PSC #41501-14/15. (Vote of 4 to 0; Commissioner Roccanova recused herself.)
 - 5) Approved PSC #43213-14/15. (Vote of 5 to 0)
 - 6) Adopted the report. Approved the remainder of the request for proposed Personal Services Contracts. (Vote of 5 to 0)
 - 7) Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0268-14-1 Department's Fiscal Years 2015-16 and 2016-17 Budget Preparation Schedule. (Item No. 8)

December 15, 2014: Directed Commission staff to prepare Fiscal Years 2015-16 and 2016-17 Budget Request at current service and staff levels; continue to negotiate amounts; present budget request at the Commission meeting of January 5, 2015; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit Fiscal Years 2015-16 and 2016-17 Budget Request to the Controller's Office and the Mayor's Office by February 23, 2015.

Speakers: Sandra Eng, Assistant Executive Officer

Action: Directed the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2015-17 Budget Request; further discuss increasing expenditure recoveries; incorporate changes made by the Commission and submit the Fiscal Years 2015-17 Budget Request to the Controller and the Mayor by February 23, 2015. (Vote of 5 to 0)

0277-14-5 Proposed Amendment to Civil Service Rule 112 – Eligible Lists to Add Article VIII – Office of Community Investment and Infrastructure-Only Eligible Lists. (Item No. 9)

Speakers: Sandra Eng, Assistant Executive Officer
Shawn Sherburne, Department of Human Resources

Action: Accepted the Executive Officer's report; incorporate any changes made by the Commission; direct the Executive Officer to post the proposed Rule 112 for adoption following meet and discuss with the affected labor union(s) and interested stakeholders. (Vote of 5 to 0)

0268-12-7 Request for Hearing by Edward Campos of his Designation of "Unsatisfactory Services" in his Resignation as a 2996 Representative with the Human Rights Commission. (Item No. 10)

Action: Postponed to the meeting of February 2, 2015 at the request of Mr. Campos. (Vote of 5 to 0)

0222-14-7 Request for Hearing by Gary McMurtry, Transit Power Line Worker (Job Code 7366), Municipal Transportation Agency, on his Future Employment Restrictions. (Item No. 11)

Action: Postponed to the meeting of February 2, 2015 at the request of Mr. McMurtry. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

The Commission expressed appreciation to Assistant Executive Officer Sandra Eng for stepping up to the plate and making the transition from the previous Executive Officer to the swearing in of the new Executive Officer as seamless as possible. The Commission thanked Ted Yamasaki for his outstanding role in the recruitment process for the Executive Officer position.

The Commission requested Commission staff to address the allegations raised by SEIU regarding the Human Services Agency and Personal Service Contracts.

ADJOURNMENT (Item No. 13)

3:03 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
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DOUGLAS S. CHAN
VICE PRESIDENT

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COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting February 2, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

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The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service/, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of February 2, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvr/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 2, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Rocanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of January 5, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0012-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46827-14/15	Airport	\$50,000,000	The project requires Design-Building (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility, relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required, and implementation of Mitigation Measures and best management practices specific to the Project.	Regular	6/30/2019
47420-14/15	Public Health	\$2,840,000	Contractor will provide implementation and customization of contractor's licensed decision support software product to the San Francisco General Hospital (SFGH) and the Laguna Honda Hospital (LHH). The software must be licensed, healthcare focused, commercially available product, and must include a fully integrated labor module, financial module, and cost accounting module. The contractor will develop a development strategy in collaboration with the DPG consistent with current DPH technical parameters for End-User devices, server configurations, software version controls, connectivity and security. The contractor will also need to execute a Health Insurance Portability and Accountability (HIPAA) Business Associates Agreement (BAA) and be prepared to provide requested security certifications for network connectivity and relevant data center operations. In addition, the contractor will need to provide ongoing maintenance and upgrades to the software product, in-depth technical and system training for DPH information technology, clinical and administrative managers/staff for on-going support and utilization of the systems. This PSC applies only to the professional services portion of the agreement.	Regular	12/31/2019
40737-14/15	General Services Agency – Public Works	\$600,000	San Francisco Public Works is seeking a qualified team of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of Office of Chief Medical Examiner facility. The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting frame; high-strength bolting, structural masonry, special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing.	Regular	12/31/2016

Civil Service Commission Meeting Agenda

Regular Meeting of February 2, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42813-14/15	General Services Agency – Public Works	\$400,000	Provide specialized services in audio-visual telecom to support DPW design staff on an as-needed basis. Audio-visual telecom engineers are specialized consultants who are experts in the area of audio-visual telecom analysis and engineering. The City intends to award two (2) contracts for \$200,000 each, and contract duration of two (2) years each.	Regular	6/30/2018
43857-14/15	General Services Agency – Public Works	\$500,000	Provide specialized services in Acoustical engineering to support DPW design staff on an as-needed basis. The City intends to award two (2) contracts for \$250,000 each, and contract duration of two (2) years each.	Regular	6/30/2018
41791-14/15	Municipal Transportation Agency	\$400,000	The contractor will provide intermittent, as-needed towing and roadside assistance services for the San Francisco Municipal Transportation Agency (SFMTA) rubber-tire revenue vehicles, which include diesel and hybrid buses and electric trolleys, on a 24-hour/7-days-a-week basis.	Regular	2/28/2019
41564-14/15	Public Utilities Commission	\$200,000	The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems continuously monitoring the water system and providing early warning indications of abnormalities. This network was enhanced when SFPUC was selected as a pilot utility for the US Environmental Protection Agency's (EPA) Water Security Initiative Contamination Warning System (CWS) Demonstration Pilot Program. With this grant, the SFPUC installed 10 monitoring sites within the city distribution system and created a dashboard interface system to integrate the network. The grant ended in December 2012. This work will focus on maintaining the reliability of existing investments and reducing ongoing operations and maintenance costs, and systems located in lower priority areas will be relocated to higher priority, sensitive locations.	Regular	2/9/2017
46800-14/15	Public Utilities Commission	\$18,500,000	Contract work will consist of designing, manufacturing and installation of stator core, windings and rehabilitation or replacement work on the rotor for two (2) hydro-generation units at Moccasin Powerhouse. The modifications will also increase the capacity of the units from 57.5 MegaVars to a new rating of 61 MegaVars. The Design-Build seeks approval for the value of the designing, manufacturing and installation services.	Regular	9/26/2018
40401-14/15	Recreation and Park Commission	\$200,000	Research, facility assessment, and analysis to determine and make recommendations of Recreation and Park Department's (RPD) Program Accessibility directly related to the 2010 American with Disabilities Act (ADA) Standard's addition of recreation elements.	Regular	4/1/2016
4027-10/11	General Services Agency – Technology – TIS	Current Approved Amount \$3,000,000 Increase Amount \$1,000,000 New Total Amount Requested \$4,000,000	Contractor will assist the Department of Technology (DT) with cable pulling services and installation, testing and termination of voice, data and network infrastructure services to City Departments as directed by the DT. Contractor will provide tools, including cable installation and testing tools, computers, communications equipment, non-specialized vehicles such as pick-up trucks or vans. Contractor may also be required to provide parking arrangements, and all other work-related necessities to complete the scope of work defined herein. Contractor must provide prompt and accurate estimates to the DT on lead times needed for each project. Contractor must also include any information on special circumstances that will increase or decrease the necessary lead time (e.g., job sizes that require more lead time or job types that require more lead time). The Contractor will follow job acceptance and certification procedures as provided in the final Scope of Work. Contractor will also submit written reports as requested based on deliverable acceptance criteria that will be stated in the final Contract.	Modification	8/31/2016

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0013-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4048-12/13	Airport	\$40,000,000	<p>Work will include program planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for Airport's Terminal 1/Boarding Area B (T1/BAB) Redevelopment Program. The T1/BAB Program will be implemented in a multi-year phased approach and will consist of the following significant program elements:</p> <ul style="list-style-type: none"> - Demolition of the existing Boarding Area B facility, and replacement in a substantially different, more efficient configuration to accommodate the new modern aircraft requirements, as well as allow for future expansion if additional gate capacity is required, increasing capacity from 18 to 24 gate positions. - A major renovation to Terminal 1, providing for a complete replacement of the architectural building envelope, complete electrical, HVAC and special systems replacements, interior architectural renovation, and facility upgrades including a new consolidated passenger screening checkpoint, new airline ticket counters, and new concessions program, all consistent with the Terminal 2 standard. - New consolidated common use baggage handling system (BHS) and checked baggage screening system, reducing the number of systems from six to one, and the number of CTX machines from 15 to 5, resulting in a much more efficient BHS operation, both in terms of operation and maintenance. - Renovation of Boarding Area C to bring this facility up to current Airport standards. - Various airport, airline and agency related tenant improvements. - South Field Improvements including relocated vehicle screening checkpoint and realigned taxi lanes. 	Regular	12/31/22

November 19, 2012: Adopted the report; Approved the request for PSC #4048-12/13 as amended to reflect that the contract will be renewed annually; and on the condition that a report on the status of the work be submitted at the second year mark and the sixth year mark. Notified the Office of the Controller and the Office of Contract Administration.

Recommendation: Accept the report.

(9) **Review of Request for Approval of Proposed Personal Services Contracts.**
(File No. 0018-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43990-14/15	Department of Building Inspection	\$400,000	San Franciscans live in one of the world's most at-risk seismic zones – placing a special responsibility upon those who live here, along with key local, state and Federal agencies, to take steps and prepare themselves, and their families, for the next Big One. Experts predict that a major earthquake will strike San Francisco and the immediate Bay Area in the next 25 years – so we know it is not a question of "IF," but only a matter of "WHEN" we will have to respond to such a disaster, as well as to take steps to help the City recover from any damage and devastation caused by such a natural disaster. This request is aimed at providing effective community outreach materials to one of the City's largest minority populations – the Chinese community – and specifically to provide helpful preparation and information materials in multiple media outlets, and in the Chinese language, to enable this important segment of our local community to understand what to do in the immediate aftermath of a major earthquake. See attached for complete description.	Regular	6/30/2018

October 20, 2014: Continued PSC# 43990-14/15 to the next available meeting so that the Department of Building Inspection can notify all union representatives, in particular Local 21 and SEIU, Local 1021.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(10) **Appeal by Carey Dall on behalf of Emily A. Meneses of the Department of Human Resources Rejection of Appeal regarding the 2930 Psychiatric Social Worker Written Examination. (File No. 0226-14-4) – Action Item**

December 15, 2015: Continue to the meeting of February 2, 2015; SEIU Local 1021 and/or appellant shall submit additional information and supporting materials to identify any and all issues which it basis its appeal due to the Civil Service Commission by 11:00 a.m. on January 8, 2015; the Department of Human Resources will submit its response along with supporting materials to the Civil Service Commission by 11:00 a.m. on January 22, 2015.

Recommendation: Deny the appeal and adopt the report.

(11) **Appeal by Miguel Velasco of the Rejection of His Application for Q-2 Police Officer, San Francisco Police Department. (File No. 0261-14-4) – Action Item**

Recommendation: Deny the appeal of Mr. Velasco and adopt the report.

(12) **Appeal by Raul J. Rullhausen of the Executive Officer's Decision to dismiss his appeal of the 7258 Maintenance Machinist Supervisor I (PBT-7258-063936) Examination. (File 0281-14-4) – Action Item**

Recommendation: Deny the appeal of Mr. Paul Rullhausen; Sustain the decision of the Executive Officer.

(13) Department's Fiscal Years 2015-16 and 2016-17 Budget Preparation Schedule.
(File No. 0268-14-1) – Action Item

December 15, 2014: Directed Commission staff to prepare Fiscal Years 2015-16 and 2016-17 Budget Request at current service and staff levels; continue to negotiate amounts; present budget request at the Commission meeting of January 5, 2015; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit Fiscal Years 2015-16 and 2016-17 Budget Request to the Controller's Office and the Mayor's Office by February 23, 2015.

January 5, 2015: Directed the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2015-17 Budget Request; further discuss increasing expenditure recoveries; incorporate changes made by the Commission and submit the Fiscal Years 2015-17 Budget Request to the Controller and the Mayor by February 23, 2015.

Recommendation: Direct the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; continue discussions with departments on increasing expenditure recoveries; finalize the Fiscal Years 2015-17 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2015-17 Budget Request to the Controller and the Mayor by February 23, 2015.

(14) Mid-Year Status Report on Fiscal Year 2014-15 Service and Performance Goals Covering the Period Ending December 31, 2014. (File No. 0019-15-1) – Action Item

Recommendation: Adopt the report.

(15) Appeal by Deana M. Noonan of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Complaint of Sexual Harassment.
(File No. 0235-14-6) – Action Item

Recommendation: Uphold the Human Resources Director's decision and deny the appeal.

SEPARATIONS AGENDA

(16) Request for Hearing by Edward Campos of his Designation of "Unsatisfactory Services" in his Resignation as a 2996 Representative with the Human Rights Commission.
(File No. 0268-12-7) – Action Item

January 5, 2015: Postponed to the meeting of February 2, 2015 at the request of Mr. Campos.

Recommendation: Uphold the Human Rights Commission's decision to designate his City and County of San Francisco service as a 2996 Representative with the Human Rights Commission as "Unsatisfactory", and deny Mr. Campos' appeal.

- (17) **Request for Hearing by Gary McMurtry, Transit Power Line Worker (Job Code 7366), Municipal Transportation Agency, on his Future Employment Restrictions.**
(File No. 0222-14-7) -- Action Item

January 5, 2015: Postponed to the meeting of February 2, 2015 at the request of Mr. McMurtry.

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years' work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a certified substance abuse professional for any safety sensitive positions.

- (18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (19) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
February 2, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

CALL TO ORDER

2:00 P.M.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Rocanova	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES - Action Item

Regular Meeting of January 5, 2015

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS

At the request of the appellant, Item 15 Appeal by Deana M. Noonan of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Complaint of Sexual Harassment has been postponed to the meeting of May 4th, 2015.

Other
announcements. Due to President's Day, there will not be a Civil Service Commission meeting for the 2nd meeting in February. Our next meeting scheduled is on March 2, 2015.

GOVERNMENT
DOCUMENTS DEPT

MAR - 4 2015

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PUBLIC LIBRARY

HUMAN RESOURCES DIRECTOR'S REPORT

The Department of Human Resources provided an update to the Commission on the Future Employment Restrictions program in People Soft.

EXECUTIVE OFFICER'S REPORT

In December 2014, one appeal was resolved administratively because a medical rejection is not an appealable matter to the commission. A second appeal was resolved because the Executive Officer determined that the subject matter was not appealable to the Commission.

**0012-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46827-14/15	Airport	\$50,000,000	The project requires Design-Building (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project.	Regular	6/30/2019
47420-14/15	Public Health	\$2,840,000	Contractor will provide implementation and customization of contractor's licensed decision support software product to the San Francisco General Hospital (SFGH) and the Laguna Honda Hospital (LHH). The software must be licensed, healthcare focused, commercially available product, and must include a fully integrated labor module, financial module, and cost accounting module. The contractor will develop a development strategy in collaboration with the DPG consistent with current DPH technical parameters for End-User devices, server configurations, software version controls, connectivity and security. The contractor will also need to execute a Health Insurance Portability and Accountability (HIPPA) Business Associates Agreement (BAA) and be prepared to provide requested security certifications for network connectivity and relevant data center operations. In addition, the contractor will need to provide ongoing maintenance and upgrades to the software product, in-depth technical and system training for DPH information technology, clinical and administrative managers/staff for on-going support and utilization of the systems. This PSC applies only to the professional services portion of the agreement.	Regular	12/31/2019

Civil Service Commission Meeting Minutes

Regular Meeting of February 2, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40737-14/15	General Services Agency – Public Works	\$600,000	San Francisco Public Works is seeking a qualified team of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of Office of Chief Medical Examiner facility. The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing.	Regular	12/31/2016
42813-14/15	General Services Agency – Public Works	\$400,000	Provide specialized services in audio-visual telecom to support DPW design staff on an as-needed basis. Audio-visual telecom engineers are specialized consultants who are experts in the area of audio-visual telecom analysis and engineering. The City intends to award two (2) contracts for \$200,000 each, and contract duration of two (2) years each.	Regular	6/30/2018
43857-14/15	General Services Agency – Public Works	\$500,000	Provide specialized services in Acoustical engineering to support DPW design staff on an as-needed basis. The City intends to award two (2) contracts for \$250,000 each, and contract duration of two (2) years each.	Regular	6/30/2018
41791-14/15	Municipal Transportation Agency	\$400,000	The contractor will provide intermittent, as-needed towing and roadside assistance services for the San Francisco Municipal Transportation Agency (SFMTA) rubber-tire revenue vehicles, which include diesel and hybrid buses and electric trolleys, on a 24-hour/7-days-a-week basis.	Regular	2/28/2019
41564-14/15	Public Utilities Commission	\$200,000	The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems continuously monitoring the water system and providing early warning indications of abnormalities. This network was enhanced when SFPUC was selected as a pilot utility for the US Environmental Protection Agency's (EPA) Water Security Initiative Contamination Warning System (CWS) Demonstration Pilot Program. With this grant, the SFPUC installed 10 monitoring sites within the city distribution system and created a dashboard interface system to integrate the network. The grant ended in December 2012. This work will focus on maintaining the reliability of existing investments and reducing ongoing operations and maintenance costs, and systems located in lower priority areas will be relocated to higher priority, sensitive locations.	Regular	2/9/2017
46800-14/15	Public Utilities Commission	\$18,500,000	Contract work will consist of designing, manufacturing and installation of stator core, windings and rehabilitation or replacement work on the rotor for two (2) hydro-generation units at Moccasin Powerhouse. The modifications will also increase the capacity of the units from 57.5 MegaVars to a new rating of 61 MegaVars. The Design-Build seeks approval for the value of the designing, manufacturing and installation services.	Regular	9/26/2018
40401-14/15	Recreation and Park Commission	\$200,000	Research, facility assessment, and analysis to determine and make recommendations of Recreation and Park Department's (RPD) Program Accessibility directly related to the 2010 American with Disabilities Act (ADA) Standard's addition of recreation elements.	Regular	4/1/2016

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-10/11	General Services Agency – Technology – TIS	Current Approved Amount \$3,000,000 Increase Amount \$1,000,000 New Total Amount Requested \$4,000,000	Contractor will assist the Department of Technology (DT) with cable pulling services and installation, testing and termination of voice, data and network infrastructure services to City Departments as directed by the DT. Contractor will provide tools, including cable installation and testing tools, computers, communications equipment, non-specialized vehicles such as pick-up trucks or vans. Contractor may also be required to provide parking arrangements, and all other work-related necessities to complete the scope of work defined herein. Contractor must provide prompt and accurate estimates to the DT on lead times needed for each project. Contractor must also include any information on special circumstances that will increase or decrease the necessary lead time (e.g., job sizes that require more lead time or job types that require more lead time). The Contractor will follow job acceptance and certification procedures as provided in the final Scope of Work. Contractor will also submit written reports as requested based on deliverable acceptance criteria that will be stated in the final Contract.	Modification	8/31/2016

Speakers: None.

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0013-15-8 Review of Request for Approval of Proposed Personal Services Contract #4048-12/13. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4048-12/13	Airport	\$40,000,000	<p>Work will include program planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for Airport's Terminal 1/Boarding Area B (T1/BAB) Redevelopment Program. The T1/BAB Program will be implemented in a multi-year phased approach and will consist of the following significant program elements:</p> <ul style="list-style-type: none"> - Demolition of the existing Boarding Area B facility, and replacement in a substantially different, more efficient configuration to accommodate the new modern aircraft requirements, as well as allow for future expansion if additional gate capacity is required, increasing capacity from 18 to 24 gate positions. - A major renovation to Terminal 1, providing for a complete replacement of the architectural building envelope, complete electrical, HVAC and special systems replacements, interior architectural renovation, and facility upgrades including a new consolidated passenger screening checkpoint, new airline ticket counters, and new concessions program, all consistent with the Terminal 2 standard. - New consolidated common use baggage handling system (BHS) and checked baggage screening system, reducing the number of systems from six to one, and the number of CTX machines from 15 to 5, resulting in a much more efficient BHS operation, both in terms of operation and maintenance. - Renovation of Boarding Area C to bring this facility up to current Airport standards. - Various airport, airline and agency related tenant improvements. - South Field Improvements including relocated vehicle screening checkpoint and realigned taxi lanes. 	Regular	12/31/22

0013-15-8 Cont.

November 19, 2012: Adopted the report; Approved the request for PSC #4048-12/13 as amended to reflect that the contract will be renewed annually; and on the condition that a report on the status of the work be submitted at the second year mark and the sixth year mark. Notified the Office of the Controller and the Office of Contract Administration.

Speakers: Lisa Randall, Airport

Action: Accepted the report. (Vote of 5 to 0)

0018-15-8 Review of Request for Approval of Proposed Personal Services Contract #43990-14/15. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43990-14/15	Department of Building Inspection	\$400,000	San Franciscans live in one of the world's most at-risk seismic zones – placing a special responsibility upon those who live here, along with key local, state and Federal agencies, to take steps and prepare themselves, and their families, for the next Big One. Experts predict that a major earthquake will strike San Francisco and the immediate Bay Area in the next 25 years – so we know it is not a question of “IF,” but only a matter of “WHEN” we will have to respond to such a disaster, as well as to take steps to help the City recover from any damage and devastation caused by such a natural disaster. This request is aimed at providing effective community outreach materials to one of the City’s largest minority populations – the Chinese community – and specifically to provide helpful preparation and information materials in multiple media outlets, and in the Chinese language, to enable this important segment of our local community to understand what to do in the immediate aftermath of a major earthquake. See attached for complete description.	Regular	6/30/2018

October 20, 2014: Continued PSC# 43990-14/15 to the next available meeting so that the Department of Building Inspection can notify all union representatives, in particular Local 21 and SEIU, Local 1021.

Speakers: Taras Madison, Department of Building Inspection

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

- 0226-14-4** **Appeal by Carey Dall on behalf of Emily A. Meneses of the Department of Human Resources Rejection of Appeal regarding the 2930 Psychiatric Social Worker Written Examination. (Item No. 10)**

December 15, 2015: Continue to the meeting of February 2, 2015; SEIU Local 1021 and/or appellant shall submit additional information and supporting materials to identify any and all issues which it basis its appeal due to the Civil Service Commission by 11:00 a.m. on January 8, 2015; the Department of Human Resources will submit its response along with supporting materials to the Civil Service Commission by 11:00 a.m. on January 22, 2015.

Speakers: Saru Cownan, Department of Public Health
Ron Weigelt, Department of Public Health
Emily Meneses, Appellant
Carey Dall, SEIU Local 1021 Representative
Anna Biasbas, Department of Human Resources

Action: Denied the appeal and adopted the report. (Vote of 4 to 1; Commissioner Normandy dissented)

- 0261-14-4** **Appeal by Miguel Velasco of the Rejection of His Application for Q-2 Police Officer, San Francisco Police Department. (Item No. 11)**

Speakers: None.

Action: Denied the appeal of Mr. Velasco and adopted the report. Mr. Velasco failed to appear. (Vote of 5 to 0)

- 0281-14-4** **Appeal by Paul J. Rullhausen of the Executive Officer's Decision to dismiss his appeal of the 7258 Maintenance Machinist Supervisor I (PBT-7258-063936) Examination. (Item No. 12)**

Speakers: Sandra Eng, Civil Service Commission
Paul J. Rullhausen, Appellant

Action: Denied the appeal of Mr. Paul Rullhausen; Sustained the decision of the Executive Officer. (Vote of 5 to 0)

0268-14-1 Department's Fiscal Years 2015-16 and 2016-17 Budget Preparation Schedule. (Item No. 13)

December 15, 2014: Directed Commission staff to prepare Fiscal Years 2015-16 and 2016-17 Budget Request at current service and staff levels; continue to negotiate amounts; present budget request at the Commission meeting of January 5, 2015; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit Fiscal Years 2015-16 and 2016-17 Budget Request to the Controller's Office and the Mayor's Office by February 23, 2015.

January 5, 2015: Directed the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2015-17 Budget Request; further discuss increasing expenditure recoveries; incorporate changes made by the Commission and submit the Fiscal Years 2015-17 Budget Request to the Controller and the Mayor by February 23, 2015.

Speakers: Sandra Eng, Civil Service Commission

Action: Directed the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; continue discussions with departments on increasing expenditure recoveries; finalize the Fiscal Years 2015-17 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2015-17 Budget Request to the Controller and the Mayor by February 23, 2015. (Vote of 5 to 0)

0019-15-1 Mid-Year Status Report on Fiscal Year 2014-15 Service and Performance Goals Covering the Period Ending December 31, 2014. (Item No. 14)

Speakers: Sandra Eng, Civil Service Commission

Action: Adopted the report. (Vote of 5 to 0)

0235-14-6 Appeal by Deana M. Noonan of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Complaint of Sexual Harassment. (Item No. 15)

Speakers: None.

Action: Postponed to the meeting of May 4, 2015 at the request of Ms. Noonan's representative. (Vote of 5 to 0)

0268-12-7 Request for Hearing by Edward Campos of his Designation of "Unsatisfactory Services" in his Resignation as a 2996 Representative with the Human Rights Commission. (Item No. 16)

January 5, 2015: Postponed to the meeting of February 2, 2015 at the request of Mr. Campos.

Speakers: Melissa Cayabyab, Department of Human Resources
Edward Campos, Appellant

Action: Commissioner Gina Rocanova recused. (Vote of 4 to 0)

Commissioner Douglas Chan recused. (Vote of 4 to 0)

Upheld the Human Rights Commission's decision to designate his City and County of San Francisco service as a 2996 Representative with the Human Rights Commission as "Unsatisfactory", and denied Mr. Campos' appeal. (Vote of 3 to 0)

0222-14-7 Request for Hearing by Gary McMurtry, Transit Power Line Worker (Job Code 7366), Municipal Transportation Agency, on his Future Employment Restrictions. (Item No. 17)

January 5, 2015: Postponed to the meeting of February 2, 2015 at the request of Mr. McMurtry.

Speakers: Parveen Boparai, Municipal Transportation Agency
Kevin Hughes, Local 6 Representative

Action: Cancelled any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years' work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a certified substance abuse professional for any safety sensitive positions. (Vote of 4 to 1; Commissioner Chan dissented)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS Item No. 18

The Commission directed Commission staff to conduct an Inspection Service Request on the selection procedures utilized by the Municipal Transportation Agency for the 7258 Maintenance Machinist Supervisor I position and to look into training before the exams are given.

ADJOURNMENT Item No. 19

4:53 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting March 2, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of March 2, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 2, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Rocanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of February 2, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

(6) Inspection Service Request – Meeting Minimum Qualifications for the Class 7258 Maintenance Machinist Supervisor I Examination. (File No. 0027-15-11) – Action Item

Recommendation: Accept the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0038-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43935-14/15	General Services Agency – Public Works	\$400,000	Provide specialized services in Landscaping Constructability Review to support DPW design staff on an as-needed basis. In an effort to raise our quality control/quality audit (QC/QA) Standards we would like to establish regular Constructability Reviews for landscaping projects with independent, outside consultants who are specialized in this area. These consultants are seasoned inspector and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. The City intends to award two (2) contracts for \$200,000 each, and contract duration of two (2) years each.	Regular	6/30/2018
49167-14/15	General Services Agency – Public Works	\$400,000	Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.	Regular	6/30/2018
47403-14/15	Municipal Transportation Agency	\$450,000	The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.	Regular	5/31/2018
45100-14/15	Police	\$2,040,000	Vendor will provide Community Based Crime Prevention and Education Services as follows: 1. Community policing work with each district station 2. Neighborhood watch organizing 3. Residential and commercial security services 4. Personal, vehicle/traffic, child, and older adult safety, robbery and burglary prevention, violence in the work place prevention presentations 5. Bicycle safety registration for bicycle theft prevention 6. Special Projects and Community Events All services will be tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor staff must have strong understanding of and demonstrated experience servicing San Francisco's diverse communities. Vendor will act as a liaison between the community and Police Department and assign a liaison to each district station captain.	Regular	6/30/2018

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **San Francisco Municipal Transportation Agency's Bi-Annual Summary of Future Employment Restrictions Placed by the SFMTA. (File No. 0032-15-1) – Action Item**

Recommendation: Adopt the report.

- (9) **San Francisco Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0033-15-1) – Action Item**

Recommendation: Adopt the report.

- (10) **San Francisco Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0034-15-1) – Action Item**

Recommendation: Adopt the report.

- (11) **San Francisco Municipal Transportation Agency's Report on Position-Based Testing Program. (File No. 0035-15-1) – Action Item**

Recommendation: Adopt the report.

- (12) **Department of Human Resources' Report on Future Employment Restrictions from July 1, 2014 to December 31, 2014. (File No. 0036-15-1) – Action Item**

Recommendation: Adopt the report.

- (13) **Department of Human Resources' Report on Exempt Positions under Charter Sections 10.104.16 through 10.104.18. (File No. 0037-15-1) – Action Item**

Recommendation: Adopt the report.

- (14) **Department of Human Resources' Report on Provisional Appointments. (File No. 0030-15-1) – Action Item**

Recommendation: Adopt the report.

- (15) **Department of Human Resources' Report on Position-Based Testing Program. (File No. 0031-15-1) – Action Item**

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(16) Review of Request for Approval of Proposed Personal Services Contract #48070-13/14.
(File No. 0039-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48070-13/14	Public Health	\$6,504,869	Represent eligible clients who are uninsured, underinsured, or at risk of losing insurance to pursue or maintain Supplemental Security Income/ Supplemental Disability Income/ Cash Assistance for Immigrants (SSI/SSDI/CAP) income and corresponding Medi-Cal/ Medicare coverage, thus providing them with improved access to healthcare and the financial means to stabilize their living situation. Legal assistance to client in moving disabled residents on to SSI and SSDI benefits by providing specialized SSI consultative and advocacy services and Human Immunodeficiency Virus (HIV) Health Services benefits counseling.	Regular	6/30/2018

April 21, 2014: Continued consideration of PSC #48070-13/14 until the proper bargaining representative has received notice.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(17) Request from Jose Vidal III for Reconsideration of a Departmental Ban with the Recreation and Parks Department. (File No. 0040-15-7) – Action Item

Recommendation: Adopt the report. Sustain recommendation of the Department to lift the restriction on his employment with Recreation and Park Department.

(18) Appeal by Brian Coultersmith of the Background Rejection of His Application for 1042 IS Engineer-Journey, San Francisco Police Department. (File No. 0025-15-4) – Action Item

Recommendation: Deny the appeal of Mr. Coultersmith and adopt the report.

(19) Appeal by Salaheddin O. Alibakit of the Rejection of his Application for Class 9139 Transit Supervisor Examination, Municipal Transportation Agency. (File 0270-14-4) – Action Item

Recommendation: Deny the appeal of Mr. Salaheddin O. Alibakit; Uphold the decision of the Director of Transportation, SFMTA.

(20) Appeal by Marco Evoniuk of the Human Resources Director's Application of the Legal Standards for Severe and Pervasive Conduct that creates Unlawful Harassment to the Facts Established through the Investigation. (File No. 0249-14-6) – Action Item

Recommendation: Adopt the report. Sustain decision of Human Resources Director; deny the appeal by Marco Evoniuk.

- (21) **Appeal by Willie Crawford of the Human Resources Director's Determination of Insufficient Evidence to Sustain Charge of Retaliation. (File No. 0258-14-6) – Action Item**

Recommendation: Adopt report. Sustain decision of Human Resources Director; deny Mr. Crawford's appeal.

- (22) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (23) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting March 2, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President E. Dennis Normandy	Not present (Notified Absence)
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Rocanova	Present

Vice President Douglas Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Kevin Hughes, Electrical Workers, apologized to the Commission about not submitting the additional information on time to be considered for the appeal heard at the February 2, 2015 meeting.

Sin Yee Poon, SEIU, spoke about the HSA's PSC involving the CalFresh food distribution program. The Union believes the scope of work under this contract has changed and will include work of the Eligibility Worker. Human Services Agency has an Outreach Unit with City employees that do the same thing.

Xiu-Min Li, SEIU informed the Commissioners the documents distributed are a result from the discussion with the Executive Officer on Friday, February 27, 2015 and reflects information on where they are in understanding the process.

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APPROVAL OF MINUTES

Regular Meeting of February 2, 2015

Action: Adopt the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS

At the request of Municipal Transportation Agency and with mutual agreement with the Union, PSC #47403-14/15 will be removed from the agenda to be calendared for April 6, 2015.

At the request of the appellant, Item 21 Appeal by Willie Crawford of the Human Resources Director's determination of Insufficient Evidence to Sustain Charge of Retaliation has been Postponed to the Meeting of March 16, 2015.

The Human Services Agency issue presented during public comment by SEIU regarding the CalFresh PSC will be heard at the first meeting of April 6, 2015. All items for consideration must be submitted to the CSC by March 26, 2015.

The Civil Service Commission staff submitted the FY 2015-2016 budget for reconsideration. The CSC appreciates PUC and MTA accepting our request to increase our work order amount by \$50,000, which \$10,000 will be reserved for our requirements for web accessibility. We also need to be compliant with the accessibility ordinance, which may be an anticipated cost.

The Executive Officer acknowledged the meet and greet with SEIU Local 1021 on Friday, February 27, 2015 as rewarding and offered the opportunities for the Union to request future meetings for discussion of issues.

HUMAN RESOURCES DIRECTOR'S REPORT

Micki Callahan thanked the Commission for the Commendation prepared for Agnes Chau who retired after 34 years of service. She also requested reconsideration of how often reports are due and reviewed before the Commission.

EXECUTIVE OFFICER'S REPORT

0027-15-11 Inspection Service Request – Meeting Minimum Qualifications for the Class 7258 Maintenance Machinist Supervisor I Examination. (Item No. 6)

Speakers: Sandra Eng, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

**0038-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43935-14/15	General Services Agency – Public Works	\$400,000	Provide specialized services in Landscaping Constructability Review to support DPW design staff on an as-needed basis. In an effort to raise our quality control/quality audit (QC/QA) Standards we would like to establish regular Constructability Reviews for landscaping projects with independent, outside consultants who are specialized in this area. These consultants are seasoned inspector and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. The City intends to award two (2) contracts for \$200,000 each, and contract duration of two (2) years each	Regular	6/30/2018
49167-14/15	General Services Agency – Public Works	\$400,000	Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.	Regular	6/30/2018
47403-14/15	Municipal Transportation Agency	\$450,000	The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.	Regular	5/31/2018
45100-14/15	Police	\$2,040,000	Vendor will provide Community Based Crime Prevention and Education Services as follows: 1. Community policing work with each district station 2. Neighborhood watch organizing 3. Residential and commercial security services 4. Personal, vehicle/traffic, child, and older adult safety, robbery and burglary prevention, violence in the work place prevention presentations 5. Bicycle safety registration for bicycle theft prevention 6. Special Projects and Community Events All services will be tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor staff must have strong understanding of and demonstrated experience servicing San Francisco's diverse communities. Vendor will act as a liaison between the community and Police Department and assign a liaison to each district station captain.	Regular	6/30/2018

Speakers: Capt. David Lazar, San Francisco Police Department spoke on PSC #45100-14/15

Action:

- 1) Postponed PSC #47403-14/15 to the meeting of April 6, 2015. (Vote of 4 to 0)
- 2) Adopt the report. Approve the request for the remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

- 0032-15-1 **San Francisco Municipal Transportation Agency's Bi-Annual Summary of Future Employment Restrictions Placed by the SFMTA. (Item No. 8)**
- Speakers: None.
- Action: Adopted the report. (Vote of 4 to 0)
- 0033-15-1 **San Francisco Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 9)**
- Speakers: None.
- Action: Adopted the report. (Vote of 4 to 0)
- 0034-15-1 **San Francisco Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 10)**
- Speakers: Clare Leung, Municipal Transportation Agency
- Action: Adopted the report. (Vote of 4 to 0)
- 0035-15-1 **San Francisco Municipal Transportation Agency's Report on Position-Based Testing Program. (Item No. 11)**
- Speakers: None.
- Action: Adopted the report. (Vote of 4 to 0)
- 0036-15-1 **Department of Human Resources' Report on Future Employment Restrictions from July 1, 2014 to December 31, 2014. (Item No. 12)**
- Speakers: Gilda Cassanego, Department of Human Resources
Shawn Sherburne, Department of Human Resources
- Action: Adopted the report. (Vote of 4 to 0)
- 0037-15-1 **Department of Human Resources' Report on Exempt Positions under Charter Sections 10.104.16 through 10.104.18. (Item No. 13)**
- Speakers: Shawn Sherburne, Department of Human Resources
Micki Callahan, Department of Human Resources
Pam Covington, IEPTE Local 21
Sin-Yee Poon, SEIU Local 1021
- Action: Adopted the report. (Vote of 4 to 0)

0030-15-1 Department of Human Resources' Report on Provisional Appointments. (Item No. 14)**Speakers:** None.**Action:** Adopted the report. (Vote of 4 to 0)**0031-15-1 Department of Human Resources' Report on Position-Based Testing Program. (Item No. 15)****Speakers:** None.**Action:** Adopted the report. (Vote of 4 to 0)**0039-15-8 Review of Request for Approval of Proposed Personal Services Contract #48070-13/14. (Item No. 16)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48070-13/14	Public Health	\$6,504,869	Represent eligible clients who are uninsured, underinsured, or at risk of losing insurance to pursue or maintain Supplemental Security Income/ Supplemental Disability Income/ Cash Assistance for Immigrants (SSI/SSDI/CAPI) income and corresponding Medi-Cal/ Medicare coverage, thus providing them with improved access to healthcare and the financial means to stabilize their living situation. Legal assistance to client in moving disabled residents on to SSI and SSDI benefits by providing specialized SSI consultative and advocacy services and Human Immunodeficiency Virus (HIV) Health Services benefits counseling.	Regular	6/30/2018

April 21, 2014: Continued consideration of PSC #48070-13/14 until the proper bargaining representative has received notice.**Speakers:** Jacquie Hale, Department of Public Health**Action:** Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)**0040-15-7 Request from Jose Vidal III for Reconsideration of a Departmental Ban with the Recreation and Parks Department. (Item No. 17)****Action:** Adopted the report. Sustained recommendation of the Department to lift the restriction on his employment with Recreation and Park Department. (Vote of 4 to 0)**0025-15-4 Appeal by Brian Coultersmith of the Background Rejection of His Application for 1042 IS Engineer-Journey, San Francisco Police Department. (Item No. 18)****Action:** Denied the appeal of Mr. Coultersmith and adopted the report. (Vote of 4 to 0)

0270-14-4 Appeal by Salaheddin O. Alibakit of the Rejection of his Application for Class 9139 Transit Supervisor Examination, Municipal Transportation Agency. (Item No. 19)

Action Denied the appeal of Mr. Salaheddin O. Alibakit; Upheld the decision of the Director of Transportation, SFMTA. Mr. Alibakit failed to appear. (Vote of 4 to 0)

0249-14-6) Appeal by Marco Evoniuk of the Human Resources Director's Application of the Legal Standards for Severe and Pervasive Conduct that creates Unlawful Harassment to the Facts Established through the Investigation. (Item No. 20)

Speakers: Janie White, Department of Human Resources
Marco Evoniuk, Appellant
Joselito Cruz, San Francisco General Hospital
Emily Thiagaraj, Appellant's Representative

Action: Adopted the report. Sustained decision of Human Resources Director; denied the appeal by Marco Evoniuk. (Vote of 4 to 0)

0258-14-6 Appeal by Willie Crawford of the Human Resources Director's Determination of Insufficient Evidence to Sustain Charge of Retaliation. (Item No. 21)

Action: Postponed to the meeting of March 16, 2015 at the request of Mr. Crawford. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 22)

The Executive Officer will work with the Department of Human Resources to review the frequency of reports and staff report with recommendations which will be submitted to the Commission for consideration and approval.

The Commission requested that future reports regarding exempt appointments for categories 10.104-16 – 10.104-18 include percentage of workforce.

In the future, Commissioner Kate Favetti would like to see reports of the number of releases related to the health of the examination program from the Department of Human Resources and the Municipal Transportation Agency. It is the final phase of the examination program to be appointed to a job and successfully serve the probationary period. The release data can be a measure of the success of the exam.

ADJOURNMENT (Item No. 23)

4:15 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting March 16, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

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MICHAEL L. BROWN
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AGENDA Regular Meeting March 16, 2015

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service/, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 16, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Rocanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of March 2, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0048-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41041-14/15	Public Utilities Commission	\$152,962	Contractor shall implement the licensed StrEAM+ software solution to add APM (Asset Performance Management) capabilities to SFPUC's EAM system, IBM Maximo. Contractor's stream+ software will be used to provide comprehensive support for SFPUC on the development of maintenance and asset management strategies as well as asset risk mitigation following RCM principles (including RCM II, SFPUC's preferred method). For details, see Section 1.7 of "Appendix A-1 – Pilot Services" and Section 1.7 of "Appendix A-2 – Full Implementation Services"	Regular	5/1/2016
41426-14/15	Public Utilities Commission	\$566,000	Aclara shall provide qualified personnel for specialized technical professional services (collectively and herein referred to as "Covered Services") to support the following services and tasks, to the extent that they are not currently covered by CS-936A (including the CS-936A 5-Year DCU Warranty and the CS-936A 20-year MTU Warranty), CS-936B, CS-936C, and/or the general product support services provide by Aclara in connection with a new system procurement. For details, see Section II(A), II (B), II(C) and II (D) of document entitled "BPUC15000058 Appendix A – Services to be provided by Contractor"	Regular	5/1/2020
43728-14/15	General Services Agency – City Administrator	\$145,000	The contractor will use propriety software to provide and maintain and end-to-end web-based management system and subscription based platform for up to 750 users which will include staff members of the Arts Commission and Grants for the Arts as well as staff members from grant applicant organizations and individual artists.	Regular	4/15/2020
42017-14/15	General Services Agency – City Administrator	\$300,000	Strategic Planning For Relocation Assistance including preparation of relocation plans, study, and implementation of same, preparation of mandated notices, information brochures and other documents as required by state and/or federal Relocation Law, claim administration and recommendations; determination of eligibility for relocation benefits under applicable laws and guidelines; advisory assistance to those who are displaced, timely preparation and distribution of notices to vacate and other notices as required, provide both business and residential relocation services as necessary.	Regular	1/31/2019
3101-12/13	Controller	Current Approved Amount \$96,000 Increase Amount \$204,000 New Total Amount Requested \$300,000	Provide online and automated phone information systems to enable City employees to access payroll statements and payroll information through a website or phone	Modification	Current Approved Duration 09/30/2019

Civil Service Commission Meeting Agenda

Regular Meeting of March 16, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4037-09/10	Department of Building Inspections	Current Approved Amount \$6,300,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$8,300,000	Install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS). The PPTS is a commercial off-the-shelf product that will give City departments the capability to process and track all construction permits and project transactions seamlessly across departments. PPTS will replace legacy systems used by the Department of Building Inspection (DBI) and the Department City Planning (DCP). Ultimately it can be used by other City departments and greatly improves customer services. It will enhance data accuracy and ensure performance accountability while reducing processing times. The total cost of the project implementation phase is estimated at \$10M, of which \$4.2M is for professional services, including \$500K for specialized equipment installation, \$1.4M for specialized support and maintenance of software, and \$2M for software implementation and training.	Modification	Current Approved Duration 12/31/2016
4120-05/06	General Services Agency – Public Works	Current Approved Amount \$7,349,000 Increase Amount Requested \$0 New Total Amount Requested \$7,349,000	Services are for financial consulting in facilities acquisition in conjunction with Mission Bay Development-Community Facilities Districts Nos. 4 & 6 (CFD #4 & #6). The consultant's principal responsibilities will be to advise the Department of Public Works (DPW) on the interpretation of existing agreements with Developer, the determination of reimbursable expenses, the settling of cost allocation and acquisition reimbursement protocols.	Modification	05/14/2020
4077-10/11	Environment	Current Approved Amount \$700,000 Increase Amount Requested \$700,000 New Total Amount Requested \$1,400,000	Administer all aspects of pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	Modification	Current Approved Duration 06/30/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(8) Review of Request for Approval of Proposed Personal Services Contract #40142-14/15.
(File No. 0049-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48070-13/14	Department of Human Resources	\$200,000	Administer a 24-hour, 7-day a week Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program for employees who meet pre-employment, random testing, reasonable suspicion, and post-accident testing criteria established by DOT/FMCSA and the City and County of San Francisco ("City"). The Contractor will provide: administration, documentation and file maintenance; random selection software; specimen collection; Department of Health & Human Services (DHHS) Lab Testing; Substance Abuse Professional (SAP); Medical Review Officer (MRO); and supervisor and employee training and training materials.	Regular	3/31/2019

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(9) Department of Technology's Report in Compliance with the Commission's Conditional Approval for Personal Services Contract Number 4070-09/10; and Review of Request for Approval to Modify Personal Services Contract Number 4070-09/10. (File No. 0119-14-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	General Services Agency – Department of Technology	Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Modification	Current Approved Duration 1/1/2010-12/31/13 Additional Duration Requested 1/1/2014-8/31/2016

December 21, 2009: Approved the request for proposed Personal Service Contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable.

June 2, 2014: Postponed to the Commission meeting of June 16, 2014 so that the department representative can attend. President Heldfond requested that the department clarify at the meeting of June 16th what "piggybacking on the Airport" means; and Commissioner Favetti also requested that the department provide clarification on pages 5 and 7 of the department's

submission with regard to the training and notification to SEIU, Local 1021.

June 16, 2014:

Adopted the report. Approved the request for Personal Services Contract #4070-09/10, on the following two conditions: 1) that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request (with notifications to affected unions when applicable) as required by the Commission at the time that it initially approved the department's request; and, 2) that the Department of Technology work with the Executive Officer to amend the PSC Form 1 to include updated information and the missing information that the Commission requested regarding the training to be provided (number of hours, employees affected, etc.). Notified the Office of the Controller and the Office of Contract Administration.

Recommendation: Accept the report.

- (10) **Appeal by Nathaniel A. Gladding, Jr. of the Human Resources Director's Finding of Insufficient Support for Allegation of Harassment/Hostile Work Environment Due to Race, Sex and Retaliation. (File No. 0009-15-6) – Action Item**

Recommendation: Adopt the report. Sustain decision of Human Resources Director; deny the appeal by Mr. Nathaniel A. Gladding, Jr.

- (11) **Appeal by Willie Crawford of the Human Resources Director's Determination of Insufficient Evidence to Sustain Charge of Retaliation. (File No. 0258-14-6) – Action Item**

March 2, 2015: Postponed to the meeting of March 16, 2015 at the request of Mr. Crawford.

Recommendation: Adopt report. Sustain decision of Human Resources Director; deny Mr. Crawford's appeal.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting March 16, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

16/15 KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER

2:00 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Roccanova	Present

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President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 2, 2015

Action: Adopted the minutes as amended. (Vote of 5 to 0)

ANNOUNCEMENTS

The Public Utilities Commission has requested postponement of PSC #41426-14/15 to the meeting of April 6, 2015.

Item No. 8 of the Regular Agenda, the table should read PSC #40142-14/15, also the Department of Human Resources in mutual agreement with the Union has requested postponement of this item until further notice.

Appellant Nathaniel Gladding, Jr. (Item No. 10) has requested a postponement. The Executive Officer requested additional documentation to support the request and hasn't heard from Mr. Gladding yet. The Department of Human Resources/EEO is ready to move forward.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Department of Human Resources reported they were in a significantly partnership with the Department of Public Health in meeting the hiring goals for the opening of the new Hospital. The streamlined hiring process will provide more flexibility in the referral process and conforms to CSC principles. They have re-enacted a streamlined hiring process with improvements which will not require Civil Service Commission Rule changes.

The Department of Public Health is conducting an RN job fair at the end of the month and encourages all to spread the word, especially to critical care nurses.

The IT Hiring Pilot Program with partial examination done on-line is underway. Currently only at the Department of Public Health and the Treasurers Tax Collector's Office. Reporting on the pilot may be done after more data is available and a few more departments are included.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer reported that 3 appeals were resolved administratively; 1 of them was withdrawn by appellant and 2 were settlement agreements.

During the most recent COPAR meeting departments were reminded of CSC training that can be provided, and wanted to put on the record that departments can contact CSC staff or the Executive Officer with specific training needs.

**0048-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41041-14/15	Public Utilities Commission	\$152,962	Contractor shall implement the licensed StrEAM+ software solution to add APM (Asset Performance Management) capabilities to SFPUC's EAM system, IBM Maximo. Contractor's stream+ software will be used to provide comprehensive support for SFPUC on the development of maintenance and asset management strategies as well as asset risk mitigation following RCM principles (including RCM II, SFPUC's preferred method). For details, see Section 1.7 of "Appendix A-1 – Pilot Services" and Section 1.7 of "Appendix A-2 – Full Implementation Services".	Regular	5/1/2016
41426-14/15	Public Utilities Commission	\$566,000	Aclara shall provide qualified personnel for specialized technical professional services (collectively and herein referred to as "Covered Services") to support the following services and tasks, to the extent that they are not currently covered by CS-936A (including the CS-936A 5-Year DCU Warranty and the CS-936A 20-year MTU Warranty), CS-936B, CS-936C, and/or the general product support services provide by Aclara in connection with a new system procurement. For details, see Section II(A), II (B), II(C) and II (D) of document entitled "BPUC15000058 Appendix A – Services to be provided by Contractor"	Regular	5/1/2020
43728-14/15	General Services Agency – City Administrator	\$145,000	The contractor will use propriety software to provide and maintain and end-to-end web-based management system and subscription based platform for up to 750 users which will include staff members of the Arts Commission and Grants for the Arts as well as staff members from grant applicant organizations and individual artists.	Regular	4/15/2020

0048-15-8 Cont.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42017-14/15	General Services Agency – City Administrator	\$300,000	Strategic Planning For Relocation Assistance including preparation of relocation plans, study, and implementation of same; preparation of mandated notices, information brochures and other documents as required by state and/or federal Relocation Law; claim administration and recommendations; determination of eligibility for relocation benefits under applicable laws and guidelines; advisory assistance to those who are displaced; timely preparation and distribution of notices to vacate and other notices as required, provide both business and residential relocation services as necessary.	Regular	1/31/2019
3101-12/13	Controller	Current Approved Amount \$96,000 Increase Amount \$204,000 New Total Amount Requested \$300,000	Provide online and automated phone information systems to enable City employees to access payroll statements and payroll information through a website or phone	Modification	Current Approved Duration 09/30/2019
4037-09/10	Department of Building Inspections	Current Approved Amount \$6,300,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$8,300,000	Install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS). The PPTS is a commercial off-the-shelf product that will give City departments the capability to process and track all construction permits and project transactions seamlessly across departments. PPTS will replace legacy systems used by the Department of Building Inspection (DBI) and the Department City Planning (DCP). Ultimately it can be used by other City departments and greatly improves customer services. It will enhance data accuracy and ensure performance accountability while reducing processing times. The total cost of the project implementation phase is estimated at \$10M, of which \$4.2M is for professional services, including \$500K for specialized equipment installation, \$1.4M for specialized support and maintenance of software, and \$2M for software implementation and training.	Modification	Current Approved Duration 12/31/2016
4120-05/06	General Services Agency – Public Works	Current Approved Amount \$7,349,000 Increase Amount Requested \$0 New Total Amount Requested \$7,349,000	Services are for financial consulting in facilities acquisition in conjunction with Mission Bay Development-Community Facilities Districts Nos. 4 & 6 (CFD #4 & #6). The consultant's principal responsibilities will be to advise the Department of Public Works (DPW) on the interpretation of existing agreements with Developer, the determination of reimbursable expenses, the settling of cost allocation and acquisition reimbursement protocols.	Modification	05/14/2020
4077-10/11	Environment	Current Approved Amount \$700,000 Increase Amount Requested \$700,000 New Total Amount Requested \$1,400,000	Administer all aspects of pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	Modification	Current Approved Duration 06/30/2020

Speakers:

Taraneh Moayed, Public Utilities Commission spoke on PSC #s 41041-14/15 & 41426-14/15

Taras Madison and Wilson Lo, Department of Building Inspection spoke on PSC #4037-09/10

Grace Kwak, Department of Public Works spoke on PSC #4120-05/06

0048-15-8 Cont.

- Action:**
- 1) Continued PSC #s 41041-14/15 and 41426-14/15 to the meeting of April 6, 2015. (Vote of 5 to 0)
 - 2) Approved PSC #4120-05/06 with the condition that Department of Public Works corrects the explanation of Section 5B. (Vote of 5 to 0)
 - 3) Adopted the report. Approve the request of remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0049-15-8 Review of Request for Approval of Proposed Personal Services Contract #40142-14/15. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40142-14/15	Department of Human Resources	\$200,000	Administer a 24-hour, 7-day a week Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program for employees who meet pre-employment, random testing, reasonable suspicion, and post-accident testing criteria established by DOTFMCSA and the City and County of San Francisco ("City"). The Contractor will provide: administration, documentation and file maintenance; random selection software; specimen collection; Department of Health & Human Services (DHHS) Lab Testing; Substance Abuse Professional (SAP); Medical Review Officer (MRO); and supervisor and employee training and training materials.	Regular	3/31/2019

Speakers: None.

Action: Postponed to a future meeting date. (Vote of 5 to 0)

0119-14-8 Department of Technology's Report in Compliance with the Commission's Conditional Approval for Personal Services Contract Number 4070-09/10; and Review of Request for Approval to Modify Personal Services Contract Number 4070-09/10. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	General Services Agency – Department of Technology	Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Modification	Current Approved Duration 1/1/2010-12/31/13 Additional Duration Requested 1/1/2014-8/31/2016

0119-14-8 Cont.

- December 21, 2009:** Approved the request for proposed Personal Service Contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable.
- June 2, 2014:** Postponed to the Commission meeting of June 16, 2014 so that the department representative can attend. President Heldfond requested that the department clarify at the meeting of June 16th what "piggybacking on the Airport" means; and Commissioner Favetti also requested that the department provide clarification on pages 5 and 7 of the department's submission with regard to the training and notification to SEIU, Local 1021.
- June 16, 2014:** Adopted the report. Approved the request for Personal Services Contract #4070-09/10, on the following two conditions: 1) that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request (with notifications to affected unions when applicable) as required by the Commission at the time that it initially approved the department's request; and, 2) that the Department of Technology work with the Executive Officer to amend the PSC Form 1 to include updated information and the missing information that the Commission requested regarding the training to be provided (number of hours, employees affected, etc.). Notified the Office of the Controller and the Office of Contract Administration.
- Speakers:** Elaine Benvenuti, Department of Technology
- Action:** Continued to the meeting of April 6, 2015 to bring reporting up to date with mutual agreement between the Department of Technology and the Civil Service Commission. (Vote of 5 to 0)

0009-15-6 Appeal by Nathaniel A. Gladding, Jr. of the Human Resources Director's Finding of Insufficient Support for Allegation of Harassment/Hostile Work Environment Due to Race, Sex and Retaliation. (Item No. 10)

- Speakers:** Kate Massie, Department of Human Resources
- Action:** Adopted the report. Sustained decision of the Human Resources Director; denied the appeal by Mr. Nathaniel A. Gladding, Jr. Mr. Gladding was not present. (Vote of 5 to 0)

0258-14-6 Appeal by Willie Crawford of the Human Resources Director's Determination of Insufficient Evidence to Sustain Charge of Retaliation. (Item No. 11)

March 2, 2015: Postponed to the meeting of March 16, 2015 at the request of Mr. Crawford.

Note: Commissioner Favetti disclosed that she knows appellant but feels confident that she can still make a non-bias decision.

Action: Postponed to a future meeting after the resolution of litigation. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

2:50 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting April 6, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

CONSENT AGENDA

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda*] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 6, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of March 16, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0074-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47612-14/15	Public Utilities Commission	\$51,000,000	<ul style="list-style-type: none"> • Develop a robust, flexible, and secure wastewater process control system using current technologies at various wastewater treatment plants and pump stations. • Deploy a control system that can be modified without requiring additional plant wiring and added input/output hardware to add new features or improve wastewater process controls as new technology becomes available. • A DCS system designed to interface with upgraded aging field instruments and MCCs with built in diagnostics capabilities under different contracts. • Coordinate and store monitoring parameters in various systems to maintain compatibility and consistency of the input/output data used for the system control. • Provide easy access to process historical energy consumption, operations, maintenance and calibration data. See Supplemental Attachment A. 	Regular	10/7/2030
4098-09/10	Airport	Current Approved Amount \$12,500,000 Increase Amount \$2,000,000 New Total Amount Requested \$14,500,000	Financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate advisory services. These services have saved over \$145 million through successful refinancing of some of the Airport's bonds during the past two years.	Modification	6/30/2019
4075-08/09	Controller	Current Approved Amount \$13,499,999 Increase Amount \$4,000,000 New Total Amount Requested \$17,499,999	Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. (See Attachment A "Additional information on 1A" for more information on the departments/funds.)	Modification	Current Approved Duration 01/01/2017
4063-11/12	General Services Agency – Department of Public Works	Current Approved Amount \$7,200,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$11,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (Monumentation, Geographic Information System (GIS) mapping, Global Position Satellite (GPS) network, etc.), Bureau of Street Use and Mapping (BSM) – Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	Modification	Current Approved Duration 01/02/2021

Civil Service Commission Meeting Agenda

Regular Meeting of April 6, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-08/09	General Services Agency – Department of Public Works	Current Approved Amount \$8,000,000 Increase Amount Requested \$6,000,000 New Total Amount Requested \$14,500,000	Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations, recommendation for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering, and other geotechnical/geological consultation related work. The Department of Public Works (DPW) intends to award three (3) or more as-needed contracts, each not to exceed \$1,000,000.	Modification	Current Approved Duration 12/31/2020
4149-07/08	General Services Agency – Department of Public Works	Current Approved Amount \$8,500,000 Increase Amount Requested \$4,800,000 New Total Amount Requested \$13,300,000	Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services on an as needed basis for various types of engineering work on an as-needed basis and other as-needed services to be determined. The Department of Public Works (DPW) intends to award four (4) contracts for \$1,000,000 each.	Modification	Current Approved Duration 2/21/2021
4070-10/11	Public Utilities Commission	Current Approved Amount \$984,205 Increase Amount Requested \$150,000 New Total Amount Requested \$1,134,205	The Ocean Beach Master Plan is the result of a two-year interagency planning process convened by San Francisco Planning and Urban Research (SPUR) in collaboration with the California State Coastal Conservancy, the San Francisco Public Utilities Commission (SFPUC), and the National Park Service. The plan incorporates public access, environmental stewardship, infrastructure, and coastal management complexities surrounding Ocean Beach. The next phase of making progress at Ocean Beach is the development and implementation of the Ocean Beach Master Plan Phase 2 Coastal Management Agreement which incorporates recommendations included in the Master Plan. See Supplemental Attachment A.	Modification	Current Approved Duration 06/30/2018

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco.**
(File No. 0077-15-3) – Action Item

Recommendation: Adopt the report. Forward to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(9) Review of Request for Approval of Proposed Personal Services Contract #41041-14/15.
(File No. 0075-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41041-14/15	Public Utilities Commission	\$152,962	SFPUC currently owns and utilizes IBM Maximo as its asset management software. This software enables SFPUC to record and monitor various aspects related to its assets throughout the entire lifecycle of those assets. Such aspects include purchase date, cost, performance, projected end on life, etc. . . . This contract is for the purchase of strEAM software, annual software support, software installation and user training. strEAM is a proprietary software developed by MaxGrip Americas Inc. This software provides functionalities that do not currently exist within IBM Maximo. With these additional functionalities, SFPUC can assign priorities to its assets and predict future asset failures before they occur. Because strEAM is a proprietary software developed by MaxGrip, MaxGrip will be required to install and implement the software for SFPUC, as well as training our staff on how to use it.	Regular	5/1/2016

March 16, 2015: Continued to the meeting of April 6, 2015.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**(10) Review of Request for Approval of Proposed Personal Services Contract #41426-14/15.
(File No. 0076-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41426-14/15	Public Utilities Commission	\$566,000	Between 2010-2015, the San Francisco Public Utilities Commission launched its Automated Water Meter System project. SFPUC deployed the Aclara STAR Fixed Network Automatic Meter Reading System. This system has three components: (1) Aclara Meter Transmission Units ("MTU"), (2) Aclara Data Collector Units ("DCU") and (3) Aclara Star software. These three components work together to gather, report and analyze meter readings from SFPUC customers, thereby automating the process from beginning to end. The Aclara Data Collector Units, Meter Transmission Units, and Star software are all proprietary to Aclara. Under this contract, Aclara will: (1) provide repair services for the Aclara's Data Collector Units once their five year warranty expires; (2) investigate faulty meter readings by Aclara's Meter Transmission Units, (3) customize, as necessary, Aclara's Star software to SFPUC's specifications; and (4) train City employees on using the Star software and on installing and troubleshooting Aclara's Data Collector Units and Meter Transmission Units.	Regular	5/1/2020

March 16, 2015: Continued to the meeting of April 6, 2015.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration.

**(11) Review of Request for Approval of Proposed Personal Services Contract #4113-11/12.
(File No. 0092-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-11/12	Public Health	Current Approved Amount \$50,000,000 Increase Amount Requested \$0 New Total Amount Requested \$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) Assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (Continued on attachment)	Modification	Current Approved Duration 6/30/2015

Recommendation: Deny the appeal by SEIU Local 1021. Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**(12) Review of Request for Approval of Proposed Personal Services Contract #2013-08/09.
(File No. 0093-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2013-08/09	Public Health	Current Approved Amount \$70,000,000 Increase Amount Requested \$53,996,748 New Total Amount Requested \$123,996,748	Contractor will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs) for individuals with psychiatric, medical and/or behavior problems, as well as individuals with neurobehavioral diagnoses with a primary diagnosis of dementia, and who may be significantly physically disabled (e.g., requiring the use of a wheelchair, walker or cane and/or with hearing or speech impairment(s)). Admission is for San Francisco residents, primarily by direct placement from acute psychiatric inpatient unit(s).	Modification	Current Approved Duration 06/30/2018

Recommendation: Deny the appeal by SEIU Local 1021. Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(13) Human Services Agency Response to SEIU Protest Regarding Personal Services Contract Number 4082-10/11. (File No. 0078) – Action Item

Recommendation: Accept the staff report.

**(14) Request for Status Grant of Temporary Civil Service Employee Formerly of the San Francisco Redevelopment Agency, Linda Ma, Class 1460 Legal Secretary II.
(File No. 0080-15-5) – Action Item**

Recommendation: Grant PSC status to Linda Ma in Class 1460 Legal Secretary II.

- (15) **Request by Salaheddin Alibakit for reconsideration of a Civil Service Commission Action. (File No. 0079-15-1) – Action Item**

Recommendation: Adopt the report. Consider Salaheddin Alibakit request for reconsideration.

- (16) **Appeal by Farhad Mohajeri of the Rejection of His Application for Q-2 Police Officer, San Francisco Police Department. (File No. 0273-14-4) – Action Item**

Recommendation: Adopt the report. Deny the appeal filed by Farhad Mohajeri.

- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
April 6, 2015

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Roccanova	Present

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President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 16, 2015

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS

Michael Brown, Executive Officer announced that items 11 & 12 were part of item 7 and due to an appeal from SEIU Local 1021 these two contracts were moved to the Regular Agenda.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan congratulated the Department of Public Health and her own Department of Human Resources' staff for a successful hiring fair at Laguna Honda Hospital geared toward recruiting for Registered Nurses. This was done in conjunction with the accelerated testing program to help staff the new facility at San Francisco General Hospital. Over 500 potential nursing candidates attended.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Per the Commissioners' request to provide proper advance notice, letters of "Notice of Meeting" sent from the Civil Service Commission to appellants regarding a resignation unsatisfactory service designation will include the following language: "Where applicable, the Commission has the authority to uphold, increase or modify any restrictions recommended by the department."

Going forward, the Civil Service Commission will implement an internal policy to send the "Notice of Meeting" to both email and U.S. mail when an email is provided.

**0074-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47612-14/15	Public Utilities Commission	\$51,000,000	<ul style="list-style-type: none"> Develop a robust, flexible, and secure wastewater process control system using current technologies at various wastewater treatment plants and pump stations. Deploy a control system that can be modified without requiring additional plant wiring and added input/output hardware to add new features or improve wastewater process controls as new technology becomes available. A DCS system designed to interface with upgraded aging field instruments and MCCs with built in diagnostics capabilities under different contracts. Coordinate and store monitoring parameters in various systems to maintain compatibility and consistency of the input/output data used for the system control. Provide easy access to process historical energy consumption, operations, maintenance and calibration data. See Supplemental Attachment A. 	Regular	10/7/2030
4098-09/10	Airport	Current Approved Amount \$12,500,000 Increase Amount \$2,000,000 New Total Amount Requested \$14,500,000	Financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate advisory services. These services have saved over \$145 million through successful refinancing of some of the Airport's bonds during the past two years.	Modification	6/30/2019
4075-08/09	Controller	Current Approved Amount \$13,499,999 Increase Amount \$4,000,000 New Total Amount Requested \$17,499,999	Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. (See Attachment A "Additional Information on IA" for more information on the departments/funds.)	Modification	Current Approved Duration 01/01/2017
4063-11/12	General Services Agency - Department of Public Works	Current Approved Amount \$7,200,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$11,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (Monumentation, Geographic Information System (GIS) mapping, Global Position Satellite (GPS) network, etc.). Bureau of Street Use and Mapping (BSM) - Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	Modification	Current Approved Duration 01/02/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-08/09	General Services Agency – Department of Public Works	Current Approved Amount \$8,000,000 Increase Amount Requested \$6,000,000 New Total Amount Requested \$14,500,000	Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendation for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering; and other geotechnical/geological consultation related work. The Department of Public Works (DPW) intends to award three (3) or more as-needed contracts, each not to exceed \$1,000,000.	Modification	Current Approved Duration 12/31/2020
4149-07/08	General Services Agency – Department of Public Works	Current Approved Amount \$8,500,000 Increase Amount Requested \$4,800,000 New Total Amount Requested \$13,300,000	Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services on an as needed basis for various types of engineering work on an as-needed basis and other as-needed services to be determined. The Department of Public Works (DPW) intends to award four (4) contracts for \$1,000,000 each.	Modification	Current Approved Duration 2/21/2021
4070-10/11	Public Utilities Commission	Current Approved Amount \$984,205 Increase Amount Requested \$150,000 New Total Amount Requested \$1,134,205	The Ocean Beach Master Plan is the result of a two-year interagency planning process convened by San Francisco Planning and Urban Research (SPUR) in collaboration with the California State Coastal Conservancy, the San Francisco Public Utilities Commission (SFPUC), and the National Park Service. The plan incorporates public access, environmental stewardship, infrastructure, and coastal management complexities surrounding Ocean Beach. The next phase of making progress at Ocean Beach is the development and implementation of the Ocean Beach Master Plan Phase 2 Coastal Management Agreement which incorporates recommendations included in the Master Plan. See Supplemental Attachment A.	Modification	Current Approved Duration 06/30/2018

Speakers: Jignesh Desai, Public Utilities Commission spoke on PSC #47612-14/15
Severino Caranto, Department of Public Works spoke on PSC #4149-07/08

Action: 1) Approved PSC #47612-14/15 with the condition of providing a progress report to the Commission at five (5) year intervals. (Vote of 5 to 0)
2) Continued PSC #4149-07/08 to the meeting of April 20, 2015, to get clarification on what training will be provided under. (Vote of 5 to 0)
3) Adopted the report. Approved the request for the remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0077-15-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 8)

Speakers: Ellen Love, Office of Labor Standards Enforcement

Action: Adopted the report. Forward to the Board of Supervisors. (Vote of 5 to 0)

0075-15-8 Review of Request for Approval of Proposed Personal Services Contract #41041-14/15. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41041-14/15	Public Utilities Commission	\$152,962	SFPUC currently owns and utilizes IBM Maximo as its asset management software. This software enables SFPUC to record and monitor various aspects related to its assets throughout the entire lifecycle of those assets. Such aspects include purchase date, cost, performance, projected end on life, etc... This contract is for the purchase of strEAM software, annual software support, software installation and user training. strEAM is a proprietary software developed by MaxGrip Americas Inc. This software provides functionalities that do not currently exist within IBM Maximo. With these additional functionalities, SFPUC can assign priorities to its assets and predict future asset failures before they occur. Because strEAM is a proprietary software developed by MaxGrip, MaxGrip will be required to install and implement the software for SFPUC, as well as training our staff on how to use it.	Regular	5/1/2016

March 16, 2015: Continued to the meeting of April 6, 2015.

Speakers: None.

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0076-15-8 Review of Request for Approval of Proposed Personal Services Contract #41426-14/15. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41426-14/15	Public Utilities Commission	\$566,000	Between 2010-2015, the San Francisco Public Utilities Commission launched its Automated Water Meter System project. SFPUC deployed the Aclara STAR Fixed Network Automatic Meter Reading System. This system has three components: (1) Aclara Meter Transmission Units ("MTU"), (2) Aclara Data Collector Units ("DCU") and (3) Aclara Star software. These three components work together to gather, report and analyze meter readings from SFPUC customers, thereby automating the process from beginning to end. The Aclara Data Collector Units, Meter Transmission Units, and Star software are all proprietary to Aclara. Under this contract, Aclara will: (1) provide repair services for the Aclara's Data Collector Units once their five year warranty expires; (2) investigate faulty meter readings by Aclara's Meter Transmission Units, (3) customize, as necessary, Aclara's Star software to SFPUC's specifications; and (4) train City employees on using the Star software and on installing and troubleshooting Aclara's Data Collector Units and Meter Transmission Units.	Regular	5/1/2020

March 16, 2015: Continued to the meeting of April 6, 2015.

Speakers: Heather Pohl, Public Utilities Commission

Action: Adopted the report. Approved the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0092-15-8 Review of Request for Approval of Proposed Personal Services Contract #4113-11/12.
(Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-11/12	Public Health	Current Approved Amount \$50,000,000 Increase Amount Requested \$0 New Total Amount Requested \$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) Assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (Continued on attachment)	Modification	Current Approved Duration 6/30/2015

Speakers: Joe Brenner, SEIU Local 1021
 Brandon Dawkins, SEIU Local 1021
 Jacquie Hale, Department of Public Health

Action: Denied the appeal by SEIU Local 1021. Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. Continue meet and discuss between the department and union before renewal. (Vote of 5 to 0)

**0093-15-8 Review of Request for Approval of Proposed Personal Services Contract #2013-08/09.
(Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2013-08/09	Public Health	Current Approved Amount \$70,000,000 Increase Amount Requested \$33,996,748 New Total Amount Requested \$123,996,748	Contractor will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs) for individuals with psychiatric, medical and/or behavior problems, as well as individuals with neurobehavioral diagnoses with a primary diagnosis of dementia, and who may be significantly physically disabled (e.g., requiring the use of a wheelchair, walker or cane and/or with hearing or speech impairment(s)). Admission is for San Francisco residents, primarily by direct placement from acute psychiatric inpatient unit(s).	Modification	Current Approved Duration 06/30/2018

Speakers: Joe Brenner, SEIU Local 1021
 Rebecca King-Morrow, 2830 Public Health Nurse
 Emma Gerould, SEIU Local 1021
 Jacquie Hale, Department of Public Health

Action: Denied the appeal by SEIU Local 1021. Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. Continue meet and discuss between the department and union regarding capacity to provide services by department. (Vote of 5 to 0)

0078-15-8 Human Services Agency Response to SEIU Protest Regarding Personal Services Contract Number 4082-10/11. (Item No. 13)

Speakers: Laurie Juengert, Human Services Agency
Sin Yee Poon, SEIU Local 1021
Xiu Min Li, SEIU Local 1021
Dave Curto, Human Services Agency

Action: Accepted the staff report. Department will provide more specific details in the description of services provided to redefine food benefits for next modification of the contract. (Vote of 5 to 0)

0080-15-5 Request for Status Grant of Temporary Civil Service Employee Formerly of the San Francisco Redevelopment Agency, Linda Ma, Class 1460 Legal Secretary II. (Item No. 14)

Speakers: None.

Action: Granted PSC status to Linda Ma in Class 1460 Legal Secretary II. (Vote of 5 to 0)

0079-15-1 Request by Salaheddin Alibakit for reconsideration of a Civil Service Commission Action. (Item No. 15)

Speakers: Sandra Eng, Civil Service Commission

Action: Adopted the report. Approved Salaheddin Alibakit's request for reconsideration. (Vote of 5 to 0)

0273-14-4 Appeal by Farhad Mohajeri of the Rejection of His Application for Q-2 Police Officer, San Francisco Police Department. (Item No. 16)

Speakers: Sgt. Walter Ware, San Francisco Police Department

Action: Adopted the report. After reviewing the staff report, the Commission denied the appeal filed by Farhad Mohajeri. Mr. Mohajeri failed to appear. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

None.

ADJOURNMENT (Item No. 18)

3:26 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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AGENDA Regular Meeting April 20, 2015

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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APR 16 2014

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

CONSENT AGENDA

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

20/15
E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

Civil Service Commission Meeting Agenda

Regular Meeting of April 20, 2015

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 20, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of April 6, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

- (6) **Annual Salary Adjustment for the Second Year of a Five-Year Cycle for Salary of Member, Board of Supervisors in Accordance with Civil Service Commission Action of May 19, 2014; and Salaries for the Fourth Year of a Five-Year Cycle of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2015-16. (File No. 0109-15-3) – Action Item**

Recommendation: Accept the report; certify the salary of member, Board of Supervisors in accordance with Charter Section 2.100 and elected officials in accordance with Charter Section A8.409-1 for timely transmittal to the Controller for inclusion in the FY 2015-16 budget.

- (7) **Annual Certification of Benefits for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) and Members of the Board of Supervisor for Fiscal Year 2015-16 in Accordance with Charter Section A8.409-1. (File No. 0110-15-3) – Action Item**

Recommendation: Accept the report; certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2015-16 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2015.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

- (8) **Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0104-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40697-14/15	Airport	\$600,000,000	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport terminal and management expertise are required to manage the design and construction of the Terminal 3 West Improvements project. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this project includes renovation of the existing western half of Terminal 3, design and construction of an expansion of Terminal 3, a secure connector from Terminal 3 to the International Terminal, a new consolidated baggage handling system, and various utility and support infrastructure upgrades.	Regular	6/30/2020

Civil Service Commission Meeting Agenda

Regular Meeting of April 20, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44277-14/15	Airport	\$85,000,000	Project Management Support Services (PMSS) and Design-Build (D/B) Services for the design and construction of Phase I of the Consolidated Administration Campus (CAC) at San Francisco International Airport (SFO or Airport). The project involves the design and construction of a mixed-use building which will accommodate over 250 Airport staff from various divisions, including: Design and Construction, Information Technology and Telecommunications (ITT), Museum, and Planning. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management and contract management for the mixed-use building and for the specialized knowledge of constructing a certified museum space.	Regular	7/1/2019
44430-14/15	Airport	\$700,000	Proposed work includes geotechnical engineering services appropriate for completing the planning, design development, and construction support phases including, but not limited to: consultations with building and structural designers and other geotechnical consultants; performance of foundation engineering analysis; review of existing and proposed underground structures; field sampling, investigations, calculations, analysis and interpretation and recommendations of laboratory findings for soil and water samples; and review of drawings, specifications, and cost estimates at the San Francisco Airport Commission (Airport).	Regular	12/31/2020
45162-14/15	Airport	\$12,000,000	The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.	Regular	6/30/2022
40963-14/15	Controller	\$20,000,000	PSC 48332-13/14 was approved on 5/19/14. We will not have a contract in place by 5/19/15, which means that our PSC approval will expire, so we are entering an updated PSC request for approval by the CSC. All information in this submission is the same as in 48332-13/14, except the start date, which has been moved from 7/1/2015 to 6/1/2015. The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project – from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.	Regular	6/30/2018
47498-14/15	Public Utilities Commission	\$2,500,000	Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students' internships and teams' salaries and program enrichment activities.	Regular	5/1/2020

Civil Service Commission Meeting Agenda

Regular Meeting of April 20, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4132-12/13	Department of Emergency Management	Current Approved Amount \$1,000,000 Increase Amount Requested \$0 New Total Amount Requested \$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC #4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	Modification	12/31/2017
4116-08/09	Airport	Current Approved Amount \$7,200,000 Increase Amount Requested \$2,800,000 New Total Amount Requested \$10,000,000	Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.	Modification	06/30/2017
4035-12/13	Controller	Current Approved Amount \$705,000 Increase Amount Requested \$525,000 New Total Amount Requested \$1,230,000	Modification to add scopes of work for Request to Hire, improved integration such as user experience between the solution and PeopleSoft portal, implement projects such as the classification project so that salary setting and hiring processes is conducted in PeopleSoft.	Modification	12/31/2019
33989-14/15	Department of Emergency Management	Current Approved Amount \$33,952 Increase Amount Requested \$200,352 New Total Amount Requested \$233,952	Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).	Modification	9/30/2020
4056-10/11	Treasurer/Tax Collector	Current Approved Amount \$290,000 Increase Amount Requested \$290,000 New Total Amount Requested \$580,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	Modification	07/01/2017

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (9) **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2015-2016 (File No. 0105-15-3) – Action Item**

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the Six Bay Area Counties (Public & Private) in effect on April 15, 2015.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(10) Review of Request for Approval of Proposed Personal Services Contract #47403-14/15.
(File No. 0106-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47403-14/15	Municipal Transportation Agency	\$450,000	The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.	Regular	5/31/2018

March 2, 2015: Postponed to the meeting of April 6, 2015.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**(11) Review of Request for Approval of Proposed Personal Services Contract #4149-07/08.
(File No. 0107-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4149-07/08	General Services Agency – Department of Public Works	Current Approved Amount \$8,500,000 Increase Amount Requested \$4,800,000 New Total Amount Requested \$13,300,000	Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services on an as needed basis for various types of engineering work on an as-needed basis and other as-needed services to be determined. The Department of Public Works (DPW) intends to award four (4) contracts for \$1,000,000 each.	Modification	Current Approved Duration 2/21/2021

April 6, 2015: Continued to the meeting of April 20, 2015.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration.

(12) Department of Technology's Quarterly Report in Compliance with the Commission's Conditional Approval for Personal Services Contract #4070-09/10 (File No. 0108-15-8) – Action Item

Recommendation: Accept the report.

- (13) **Appeal by Salabeddin O. Alibakit of the Rejection of his Application for Class 9139 Transit Supervisor Examination, Municipal Transportation Agency. (File 0270-14-4) – Action Item**

Recommendation: Deny the appeal of Mr. Salaheddin O. Alibakit; Uphold the decision of the Director of Transportation, SFMTA.

- (14) **Appeal by Jon Gray of the Human Resources Director's Determination that there was Insufficient Evidence to Sustain His Allegation of Discrimination/Disparate Treatment Based on His Sexual Orientation – EEO File #1756. (File No. 0257-14-6) – Action Item**

Recommendation: Adopt the report and deny Mr. Gray's appeal.

- (15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting April 20, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Excused (Notified Absence)
Commissioner Gina M. Roccanova	Present

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President E. Dennis Normandy presided

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

Louis Smith, SFMTA employee challenges Civil Service Rule 117.9.1 and 417.9.1 – Probationary Period, as being arbitrary and injurious because it has been used in a discriminatory way. The Director designee could be anyone and the rubber stamping of official documents is flagrant. In comparison with other City's such as Oakland, Los Angeles and Sacramento, the San Francisco Civil Service Rules do not provide for a probationary release appeal system. This is in violation of the California State Constitution, Article 14, Section 1 and the 14th Amendment in the US Constitution which provides due process. Therefore, the Civil Service Commission should review and update Rules 117.9.1 and 417.9.1.

APPROVAL OF MINUTES

Regular Meeting of April 6, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

The Treasurer/Tax Collector's Department has requested postponement of PSC #4056-10/11 to the meeting of June 1, 2015.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Department of Human Resources received requests from personnel analysts for similar training provided in the 1249 Personnel Analyst Internal Apprenticeship program. Under the direction of Donna Kotake, the Department of Human Resources will be surveying the 1241's and 1244's to determine what aspects of the training will be provided.

Commissioner Kate Favetti acknowledged and complemented the good work on the "Welcome to San Francisco" IT video posted on YouTube by SFGTV. President Normandy also added his sentiments of the excellent work being done under the direction of Micki Callahan.

EXECUTIVE OFFICER'S REPORT

- 0109-15-3 Annual Salary Adjustment for the Second Year of a Five-Year Cycle for Salary of Members, Board of Supervisors in Accordance with Civil Service Commission Action of May 19, 2014; and Salaries for the Fourth Year of a Five-Year Cycle of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2015-16. (Item No. 6)**

Speakers: Luz Morganti, Civil Service Commission
 Steve Ponder, Department of Human Resources

Action: Accepted the report; certify the salary of members, Board of Supervisors in accordance with Charter Section 2.100 and elected officials in accordance with Charter Section A8.409-1 for timely transmittal to the Controller for inclusion in the FY 2015-16 budget. (Vote of 4 to 0)

- 0110-15-3 Annual Certification of Benefits for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) and Members of the Board of Supervisors for Fiscal Year 2015-16 in Accordance with Charter Section A8.409-1. (Item No. 7)**

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report; certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2015-16 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2015. (Vote of 4 to 0)

**0104-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40697-14/15	Airport	\$600,000,000	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport terminal and management expertise are required to manage the design and construction of the Terminal 3 West Improvements project. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this project includes renovation of the existing western half of Terminal 3, design and construction of an expansion of Terminal 3, a secure connector from Terminal 3 to the International Terminal, a new consolidated baggage handling system, and various utility and support infrastructure upgrades.	Regular	6/30/2020
44277-14/15	Airport	\$85,000,000	Project Management Support Services (PMSS) and Design-Build (D/B) Services for the design and construction of Phase 1 of the Consolidated Administration Campus (CAC) at San Francisco International Airport (SFO or Airport). The project involves the design and construction of a mixed-use building which will accommodate over 250 Airport staff from various divisions, including: Design and Construction, Information Technology and Telecommunications (ITT), Museum, and Planning. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management and contract management for the mixed-use building and for the specialized knowledge of constructing a certified museum space.	Regular	7/1/2019
44430-14/15	Airport	\$700,000	Proposed work includes geotechnical engineering services appropriate for completing the planning, design development, and construction support phases including, but not limited to: consultations with building and structural designers and other geotechnical consultants; performance of foundation engineering analysis; review of existing and proposed underground structures; field sampling, investigations, calculations, analysis and interpretation and recommendations of laboratory findings for soil and water samples; and review of drawings, specifications, and cost estimates at the San Francisco Airport Commission (Airport).	Regular	12/31/2020
45162-14/15	Airport	\$12,000,000	The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.	Regular	6/30/2022
40963-14/15	Controller	\$20,000,000	PSC 48332-13/14 was approved on 5/19/14. We will not have a contract in place by 5/19/15, which means that our PSC approval will expire, so we are entering an updated PSC request for approval by the CSC. All information in this submission is the same as in 48332-13/14, except the start date, which has been moved from 7/1/2015 to 6/1/2015. The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project – from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.	Regular	6/30/2018

Civil Service Commission Meeting Minutes

Regular Meeting of April 20, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47498-14/15	Public Utilities Commission	\$2,500,000	Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and teams leaders' salaries and program enrichment activities.	Regular	5/1/2020
4132-12/13	Department of Emergency Management	Current Approved Amount \$1,000,000 Increase Amount Requested \$0 New Total Amount Requested \$1,000,000	The chosen consultant(s) will build upon the work done in Part 1 (PSC #4014-12/13). Consultant will refine front-end design of sf72.org website and add content that is centered on progressive preparedness. Consultant will leverage existing content from such resources as SF Heroes, 72hours.org, QuakeQuiz, and AlertSF to explore new ways of engaging residents to be aware and prepared. Consultant will refine the back-end of sf72.org; which may include model design, API and integration, software framework selection, database selection. Other functions and duties related to community preparedness and resilience may be requested by SFDEM staff as conditions require.	Modification	12/31/2017
4116-08/09	Airport	Current Approved Amount \$7,200,000 Increase Amount Requested \$2,800,000 New Total Amount Requested \$10,000,000	Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.	Modification	06/30/2017
4035-12/13	Controller	Current Approved Amount \$705,000 Increase Amount Requested \$525,000 New Total Amount Requested \$1,230,000	Modification to add scopes of work for Request to Hire, improved integration such as user experience between the solution and PeopleSoft portal, implement projects such as the classification project so that salary setting and hiring processes is conducted in PeopleSoft.	Modification	12/31/2019
33989-14/15	Department of Emergency Management	Current Approved Amount \$33,952 Increase Amount Requested \$200,352 New Total Amount Requested \$233,952	Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).	Modification	9/30/2020
4056-10/11	Treasurer/Tax Collector	Current Approved Amount \$290,000 Increase Amount Requested \$290,000 New Total Amount Requested \$580,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	Modification	07/01/2017

Speakers:

Lisa Randall, Airport spoke on PSC #45162-14/15 and PSC #4116-08/09.

Jun Chen, Department of Emergency Management spoke on PSC #33989-14/15

0104-15-8 Cont.

Action: Postponed PSC # 4056-10/11 to the meeting of June 1, 2015.
(Vote of 4 to 0)
Approved PSC #33989-14/15 and advised department to work with IT to fix the technical problem in the program to update correct data.
(Vote of 4 to 0)
Adopted the report. Approved the remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0105-15-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2015-2016 (Item No. 9)**

Speakers: None.

Action: Adopted the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the Six Bay Area Counties (Public & Private) in effect on April 15, 2015. (Vote of 4 to 0)

0106-15-8 **Review of Request for Approval of Proposed Personal Services Contract #47403-14/15. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47403-14/15	Municipal Transportation Agency	\$450,000	The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.	Regular	5/31/2018

March 2, 2015: Postponed to the meeting of April 6, 2015.

Speakers: Diana Hammons, Municipal Transportation Agency
Cynthia Hamada, Municipal Transportation Agency

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0107-15-8 Review of Request for Approval of Proposed Personal Services Contract #4149-07/08. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4149-07/08	General Services Agency – Department of Public Works	Current Approved Amount \$8,500,000 Increase Amount Requested \$4,800,000 New Total Amount Requested \$13,300,000	Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services on an as needed basis for various types of engineering work on an as-needed basis and other as-needed services to be determined. The Department of Public Works (DPW) intends to award four (4) contracts for \$1,000,000 each.	Modification	Current Approved Duration 2/21/2021

April 6, 2015: Continued to the meeting of April 20, 2015.

Speakers: Stanley Desouza, Department of Public Works

Action: Adopted the report. Approved the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote 4 to 0)

0108-15-8 Department of Technology's Quarterly Report in Compliance with the Commission's Conditional Approval for Personal Services Contract #4070-09/10 (Item No. 12)

Speakers: Fan-Wa Wong, Department of Technology

Action: Accepted the report with the understanding that Commissioner Heldfond may have additional questions. (Vote of 4 to 0)

0270-14-4 Appeal by Salaheddin O. Alibakit of the Rejection of his Application for Class 9139 Transit Supervisor Examination, Municipal Transportation Agency. (Item No. 13)

Speakers: Regina Tharayil, Municipal Transportation Agency
Salaheddin Alibakit, Appellant

Action: Denied the appeal of Mr. Salaheddin O. Alibakit; Upheld the decision of the Director of Transportation, SFMTA. (Vote of 4 to 0)

0257-14-6 Appeal by Jon Gray of the Human Resources Director's Determination that there was Insufficient Evidence to Sustain His Allegation of Discrimination/Disparate Treatment Based on His Sexual Orientation – EEO File #1756. (Item No. 14)

Speakers: None.

Action: After reading all the materials submitted, the Commission adopted the report and denied Mr. Gray's appeal. Mr. Gray failed to appear. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

2:44 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting May 4, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

Civil Service Commission Meeting Agenda

Regular Meeting of May 4, 2015

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
May 4, 2015
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Roccanova

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of April 20, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0118-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40120-14/15	Airport Commission	\$500,000	Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management.	Regular	5/14/2018
40890-14/15	Airport Commission	\$10,000,000	The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP.	Regular	12/31/2020
41667-14/15	Public Utilities Commission	\$500,000	The San Francisco Public Utilities Commission's (SFPUC) Utility Field Services group (UFS) group, within its Power Enterprise, is responsible for managing and maintaining the electrical distribution infrastructure and other electric services within its jurisdiction, including electric metering infrastructure (meters, substations, transmission lines), and City-owned street and pedestrian lighting systems. This professional services contract will help UFS assess, plan for, and manage a significant growth in responsibilities due to an anticipated 25,000 new retail power customers over the next 15 years. The consultant will: (1) conduct a Gap Analysis to identify the optimum organizational growth strategy for UFS given the anticipated increase in customer base and switchover to Advanced Metering Infrastructure (AMI); and (2) an Action Plan outlining the steps for organizational development and identifying supplemental resources/mitigation methods for maintaining UFS service goals in the interim. The consultant will continue to provide analysis and advisory support as UFS moves to implement the consultant's recommendations.	Regular	1/2/2017
43039-14/15	Public Utilities Commission	\$9,000,000	The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in the retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing programs administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and \$4 million with contract capacity up to nine years and \$9 million. The SFPUC was awarded a grant of \$535,000 from the California Department of Water Resources to help implement the Program.	Regular	7/31/2024

Civil Service Commission Meeting Agenda

Regular Meeting of May 4, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44699-14/15	Public Utilities Commission	\$3,500,000	Contractor will deploy City-owned Automated Water Meter Program (AWMP) equipment to complete the final phase of AWMP deployment. A previous contract implemented Phase I and Phase II of the AWMP accomplishing 95% of the total AWMP deployment work. This professional service contract will cover the replacement or retrofit of the remaining approximately 5,200 existing manual water meters in the City with AWMP equipment consisting of a digital water meter and a meter transmission unit (MTU). This mass deployment will ensure a seamless transfer from the current installed water meters to safeguard against unregistered consumption, mis-identification of meter locations, erroneously installed or programmed equipment, and any interruptions in customer reading and billing services.	Regular	5/31/2017
46613-14/15	Public Utilities Commission	\$6,000,000	Proposed work would include the following pipeline Investigation services for the City's potable water delivery system and emergency fire water delivery pipeline network: Internal pipe inspection via insertion tool to assess structural integrity; External Pipe Inspection via excavation at key points to perform spot testing, including visual inspection, ultrasonic thickness measurements, and electromagnetic analysis to detect defects, corrosion pitting, deterioration & leaks; Leak Noise Correlation using acoustic listening tools to detect leak noise and approximate location of the leak; Corrosion and Soil Testing to determine corrosivity potential as well as corrosion due to other factors; See Supplemental Attachment A.	Regular	6/1/2020
48730-14/15	Public Utilities Commission	\$4,000,000	Proposed work is for Job Order Contracting (JOC) Implementation services, including program development, procurement support, contractor training, and technical support. The Consultant will develop and administer multiple customized construction job order contracts by preparing Unit Price Books and technical specifications for each task in the Unit Price Book, and train contractors on use of a SFPUC customized JOC system. The Consultant will provide a comprehensive information management system for project tracking, development of cost proposals, preparing independent estimates, generating project documentation, scheduling, budgeting cost control, tracking LBE participation and generating customized reports.	Regular	5/2/2020
47321-14/15	General Services Agency – Technology	\$2,000,000	Furnish, install, assemble, set up, test (hereinafter "provide") the systems and describe herein in accordance with the Contract Documents. Provide complete and operational Broadcast Systems, consisting of Audio, Video, Control and Communications Systems. Contractor shall provide all necessary hardware, equipment, software, cabling, termination, installation, configuration, engineering, programming, and integration of the System with SFGovTV's existing video, audio and television equipment as described, and any additional services necessary to ensure the System is fully functional. Certain items of equipment may, at the Owner's option, be provided by others; the Contractor shall coordinate the location and installation of any third party equipment and shall be responsible for coordination of any Owner furnished or third party furnished items with the appropriate manufacturers and/or suppliers.	Regular	6/30/2018

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48175-14/15	Public Utilities Commission	\$3,500,000	Engineering design support services are needed on an as-needed basis and may support a portion of a project or lead projects for electric power distribution and lighting. Some of the services include: engineering consultation and preparation of design drawings and specifications for primary electric distribution/transmission systems and main power distribution for residential, commercial, and industrial facilities – including substructure design needed for these facilities; Assist in the drafting and refining of Electric Service Guidelines Standard Plans and Specifications for Power electric distribution; provide electrical engineering support services on an as-needed basis after completion of the final design and thru the bidding and construction activities; to respond to requests for information, review and evaluation of construction change orders, submittals and design revisions; Provide electrical engineering design work with expertise in outdoor lighting on roadway application based on the Illuminating Engineering Society (IES) Recommended Practices for Lighting (RP-8). Provide engineering and consultation in regards to distributed generation including development of associated interconnection guidelines and standards.	Regular	4/1/2020
4159-09/10	Public Health	Current Approved Amount \$150,000 Increase Amount Requested \$150,000 New Total Amount Requested \$300,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Modification	6/30/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211 – Examinations (File No. 0119-15-5) – Action Item

Recommendation: Accept the Executive Officer's staff report; incorporate any changes made by the Civil Service Commission; and direct the Executive Officer to post the proposed revisions to Civil Service Rule 211.3.3 – Examinations in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor union(s) and interested stakeholders.

(9) **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311 – Examinations. (File 0120-15-5) – Action Item**

Recommendation: Accept the Executive Officer's staff report; incorporate any changes made by the Civil Service Commission; and direct the Executive Officer to post the proposed revisions to Civil Service Rule 311.5.2.2 in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor union(s) and interested stakeholders.

(10) **Appeal by Deana M. Noonan of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Complaint of Sexual Harassment. (File No. 0235-14-6) – Action Item**

February 2, 2015: The Commission postponed the appeal of Ms. Deana Noonan to the meeting of May 4, 2015 at the request of Ms. Noonan's Representative.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Deana M. Noonan.

NOTE: The Commission retains the right to go into closed session for particular matters regarding this appeal if it determines that privacy considerations warrant a closed session on those matters. The Commission may decide not to exercise or even consider that option, but the closed session is included on the agenda to satisfy notice requirements and thereby preserve the option. For a closed session, the following sequence would be followed.

1. Public comment regarding all matters below if public comment has not yet been taken on the agenda item; public comment on 2 and 4 below if public comment has been taken on the agenda item.
2. Vote whether to go into closed session pursuant to the Personnel Exception (California Government Code §54957 (b)(1), San Francisco Administrative Code § 67.10(b)). (Action)
3. Closed Session on the above identified agenda item.
4. Reconvene in open session; Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code § 67.12(a). (Action)

(11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting May 4, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Gina M. Rocanova	Present

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President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 20, 2015

Action: Adopted the minutes. (Vote of 4 to 0; Commissioner Heldfond recused himself since he was absent at the April 20, 2015 meeting.)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown reminded the Commissioners that they have the ability to go into Closed Session for Agenda Item #10 (Appeal by Deana M. Noonan of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Complaint of Sexual Harassment) in the event it is deemed necessary.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown informed the Commission that he has been in discussion with the Department of Human Resources regarding Civil Service Rule Series 020 – Leave of Absence, which pertains to the second part of the “Healthy Workplaces, Healthy Families Act of 2014.” A section of the rule will be implemented effective July 1, 2015. An update will be provided to the Commission at the next meeting of May 18, 2015.

RATIFICATION AGENDA**0118-15-8 Review of Request for Approval of Proposed Personal Services Contracts.**
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40120-14/15	Airport Commission	\$500,000	Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (IT/T) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management.	Regular	5/14/2018
40890-14/15	Airport Commission	\$10,000,000	The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP.	Regular	12/31/2020
41667-14/15	Public Utilities Commission	\$500,000	The San Francisco Public Utilities Commission's (SFPUC) Utility Field Services group (UFS) group, within its Power Enterprise, is responsible for managing and maintaining the electrical distribution infrastructure and other electric services within its jurisdiction, including electric metering infrastructure (meters, substations, transmission lines), and City-owned street and pedestrian lighting systems. This professional services contract will help UFS assess, plan for, and manage a significant growth in responsibilities due to an anticipated 25,000 new retail power customers over the next 15 years. The consultant will: (1) conduct a Gap Analysis to identify the optimum organizational growth strategy for UFS given the anticipated increase in customer base and switchover to Advanced Metering Infrastructure (AMI); and (2) an Action Plan outlining the steps for organizational development and identifying supplemental resources/mitigation methods for maintaining UFS service goals in the interim. The consultant will continue to provide analysis and advisory support as UFS moves to implement the consultant's recommendations.	Regular	1/2/2017

Civil Service Commission Meeting Minutes

Regular Meeting of May 4, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43039-14/15	Public Utilities Commission	\$9,000,000	The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in the retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing programs administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and \$4 million with contract capacity up to nine years and \$9 million. The SFPUC was awarded a grant of \$535,000 from the California Department of Water Resources to help implement the Program.	Regular	7/31/2024
44699-14/15	Public Utilities Commission	\$3,500,000	Contractor will deploy City-owned Automated Water Meter Program (AWMP) equipment to complete the final phase of AWMP deployment. A previous contract implemented Phase I and Phase II of the AWMP accomplishing 95% of the total AWMP deployment work. This professional service contract will cover the replacement or retrofit of the remaining approximately 5,200 existing manual water meters in the City with AWMP equipment consisting of a digital water meter and a meter transmission unit (MTU). This mass deployment will ensure a seamless transfer from the current installed water meters to safeguard against unregistered consumption, mis-identification of meter locations, erroneously installed or programmed equipment, and any interruptions in customer reading and billing services.	Regular	5/31/2017
46613-14/15	Public Utilities Commission	\$6,000,000	Proposed work would include the following pipeline investigation services for the City's potable water delivery system and emergency fire water delivery pipeline network: Internal pipe inspection via insertion tool to assess structural integrity; External Pipe Inspection via excavation at key points to perform spot testing, including visual inspection, ultrasonic thickness measurements, and electromagnetic analysis to detect defects, corrosion pitting, deterioration & leaks; Leak Noise Correlation using acoustic listening tools to detect leak noise and approximate location of the leak; Corrosion and Soil Testing to determine corrosivity potential as well as corrosion due to other factors; See Supplemental Attachment A.	Regular	6/1/2020
48730-14/15	Public Utilities Commission	\$4,000,000	Proposed work is for Job Order Contracting (JOC) Implementation services, including program development, procurement support, contractor training, and technical support. The Consultant will develop and administer multiple customized construction job order contracts by preparing Unit Price Books and technical specifications for each task in the Unit Price Book, and train contractors on use of a SFPUC customized JOC system. The Consultant will provide a comprehensive information management system for project tracking, development of cost proposals, preparing independent estimates, generating project documentation, scheduling, budgeting cost control, tracking LBE participation and generating customized reports.	Regular	5/2/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47321-14/15	General Services Agency – Technology	\$2,000,000	Furnish, install, assemble, set up, test (hereinafter “provide”) the systems and describe herein in accordance with the Contract Documents. Provide complete and operational Broadcast Systems, consisting of Audio, Video, Control and Communications Systems. Contractor shall provide all necessary hardware, equipment, software, cabling, termination, installation, configuration, engineering, programming, and integration of the System with SFGovTV’s existing video, audio and television equipment as described, and any additional services necessary to ensure the System is fully functional. Certain items of equipment may, at the Owner’s option, be provided by others; the Contractor shall coordinate the location and installation of any third party equipment and shall be responsible for coordination of any Owner furnished or third party furnished items with the appropriate manufacturers and/or suppliers.	Regular	6/30/2018
48175-14/15	Public Utilities Commission	\$3,500,000	Engineering design support services are needed on an as-needed basis and may support a portion of a project or lead projects for electric power distribution and lighting. Some of the services include: engineering consultation and preparation of design drawings and specifications for primary electric distribution/transmission systems and main power distribution for residential, commercial, and industrial facilities – including substructure design needed for these facilities: Assist in the drafting and refining of Electric Service Guidelines Standard Plans and Specifications for Power electric distribution; provide electrical engineering support services on an as-needed basis after completion of the final design and thru the bidding and construction activities; to respond to requests for information, review and evaluation of construction change orders, submittals and design revisions; Provide electrical engineering design work with expertise in outdoor lighting on roadway application based on the Illuminating Engineering Society (IES) Recommended Practices for Lighting (RP-8). Provide engineering and consultation in regards to distributed generation including development of associated interconnection guidelines and standards.	Regular	4/1/2020
4159-09/10	Public Health	Current Approved Amount \$150,000 Increase Amount Requested \$150,000 New Total Amount Requested \$300,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH’s Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Modification	6/30/2020

Speakers:

Lisa Randall and Betsy Huigens, San Francisco International Airport, spoke on PSC #40890-14/15.

Alaric Degrafinried, Public Utilities Commission spoke on PSC #43039-14/15.

Action:

1) Approved PSC #40890-14/15 with the condition that the San Francisco International Airport specifies that although there is no specific training, the consultant will work alongside Civil Service employees, and as a result should benefit from the expertise of the consultant. (Vote of 5 to 0)

2) Approved PSC #43039-14/15 with the provision that the Public Utilities Commission report back after the initial four years and revise PSC Summary Form 3B to include the Civil Service Classifications that can do the work. (Vote of 5 to 0)

3) Approved the request for all remaining PSCs (PSC numbers 40120-14/15, 41667-14/15, 44699-14/15, 46613-14/15, 48730-14/15, 47321-14/15, 48175-14/15 and 4159-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

REGULAR AGENDA

0119-15-5 Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211 – Examinations (Item No. 8)

Speakers: Susan Gard, Department of Human Resources
John Kraus, Department of Human Resources

Action: Accepted the Executive Officer's staff report; incorporated any changes made by the Civil Service Commission; and directed the Executive Officer to post the proposed revisions to Civil Service Rule 211.3.3 – Examinations in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor union(s) and interested stakeholders. (Vote of 5 to 0)

0120-15-5 Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311 – Examinations. (Item No. 9)

Speakers: John Kraus, Department of Human Resources
Susan Gard, Department of Human Resources
Fire Chief Joanne Hayes-White, San Francisco Fire Department
Deputy Chief Sharon Ferrigno, San Francisco Police Department
Julie Mau, San Francisco Fire Department
Kathy Gilbraith, San Francisco Fire Department
Adrienne Sims, Local 798 San Francisco Fire Fighters
Sin Yee Poon, SEIU Local 1021

Action: Accepted the Executive Officer's staff report; incorporated any changes made by the Civil Service Commission; and directed the Executive Officer to post the proposed revisions to Civil Service Rule 311.5.2.2 in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor union(s) and interested stakeholders. (Vote of 5 to 0)

0235-14-6 Appeal by Deana M. Noonan of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Complaint of Sexual Harassment. (Item No. 10)

February 2, 2015: The Commission postponed the appeal of Ms. Deana Noonan to the meeting of May 4, 2015 at the request of Ms. Noonan's Representative.

- Speakers:** Erin Davis, Department of Human Resources
Nina Miller, San Francisco International Airport
James Brassil, San Francisco International Airport
Deana Noonan, Appellant
- Action:** Adopted the report. Sustained the decision of the Human Resources Director; denied the appeal by Deana M. Noonan. (Vote of 5 to 0)
- NOTE:** The Commission retains the right to go into closed session for particular matters regarding this appeal if it determines that privacy considerations warrant a closed session on those matters. The Commission may decide not to exercise or even consider that option, but the closed session is included on the agenda to satisfy notice requirements and thereby preserve the option. For a closed session, the following sequence would be followed.

1. Public comment regarding all matters below if public comment has not yet been taken on the agenda item; public comment on 2 and 4 below if public comment has been taken on the agenda item.

2. Vote whether to go into closed session pursuant to the Personnel Exception (California Government Code §54957 (b)(1), San Francisco Administrative Code § 67.10(b)). (Action)

The Commission voted not to go into Closed Session. (Vote of 5 to 0)

3. Closed Session on the above identified agenda item.

4. Reconvene in open session: Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code § 67.12(a). (Action)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

Commissioner Favetti requested the Executive Officer and Human Resources Director to write a letter to the Mayor, Board of Supervisors and Budget Analyst to support budgeting for recruiting in the San Francisco Fire Department.

ADJOURNMENT (Item No. 12)

3:26 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

May 7, 2015

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: PROPOSED AMENDMENTS TO CIVIL SERVICE
COMMISSION RULE SERIES 020 – LEAVES OF ABSENCE.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **May 18, 2015** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Michael L. Brown".

MICHAEL L. BROWN
Executive Officer

Cc: Micki Callahan, Department of Human Resources

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting May 18, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
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AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 18, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of May 4, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0137-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46926-14/15	Airport Commission	\$6,000,000	Project Management Support Services (PMSS) including program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management for the Airport's Security Infrastructure Program (SIP) at San Francisco International Airport (SFO). The SIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct.	Regular	3/31/2021
48685-14/15	Assessor/ Recorder	\$250,000	Consultants are needed to provide analysis, configuration, and implementation services to implement the selected electronic document management system, OnBase by Hyland. OnBase is a leading enterprise content management software solution that provides organizations a centralized electronic repository and applications to capture and manage documents and related data, search for and access documents quickly and efficiently, manage retention policies, and integrate with other systems to support more efficient business processes. Please see attached for full response.	Regular	5/15/2020
40778-14/15	Controller	\$1,500,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	Regular	6/30/2020
49884-14/15	City Planning	\$500,000	The Planning Department is seeking an Urban Design consulting team to expediently develop a Public Realm Plan for the Central Waterfront - Dogpatch Area that will guide the rapid pace of public space development in the neighborhood. A Public Realm Plan will develop a community-supported vision for the neighborhood's streets, sidewalks, and public places through a series of projects and initiatives built over time, including new streetscape designs, active transportation and circulation plan, and a plan for pedestrian amenities. The Public Realm Plan will be used to effectively guide the many new and upcoming development projects in the area, many of which are currently going through entitlement.	Regular	12/31/2019
48218-14/15	Human Resources	\$250,000	The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.	Regular	4/30/2017

Civil Service Commission Meeting Agenda

Regular Meeting of May 18, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47916-14/15	Police	\$375,000	Phlebotomy services must be available 24 hours a day/7 days a week/365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected Driving Under the Influence (DUI) drivers are different from blood draws for health reasons. Phlebotomist must be available for scheduled testimony if requested by District Attorney. Phlebotomist must also participate in evidence handling training by Medical Examiner.	Regular	6/30/2017
46444-14/15	Public Health	\$700,000	Contractor will provide one-time moving and installation services to move and install Furniture Fixtures and Equipment (FF&E) into the new San Francisco General Hospital.	Regular	6/30/2016
4165-07/08	General Services Agency-City Admin	Current Approved Amount \$1,779,981 Increase Amount Requested \$1,641,200 New Total Amount Requested \$3,421,181	Under CA Labor Code Section 1776 and S.F. Admin. Code Section 6.22(E) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. Vendor will provide a software license for their web based electronic certified payroll reporting system hosted on their secure server. (Please see continuation sheet attached.)	Modification	6/30/2018
4112-11/12	Juvenile Probation	Current Approved Amount \$450,000 Increase Amount Requested \$0 New Total Amount Requested \$450,000	The scope of work was created to allow the contractor to work with the department in two phases. The first phase is the planning phase and the second phase is the implementation phase. Phase 1 includes: Kick off, Develop Scope of Work, Project Plan, Requirements Matrix and Fit Gap Report, Conversion Plan and Interface Matrix Reports, Testing Strategy and Finalize Statement of Work. Phase 2 includes: Implement Case Management System Implementation Scope of Work, Develop and Implement Final Acceptance Testing Schedule.	Modification	4/30/2017
4044-10/11	Municipal Transportation Agency	Current Approved Amount \$2,500,00 Increase Amount Requested \$1,000,000 New Total Amount Requested \$3,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	Modification	11/30/2018
4091-10/11	Police	Current Approved Amount \$750,000 Increase Amount Requested \$130,000 New Total Amount Requested \$880,000	Initial Entry: Contractor will provide outpatient behavioral health services to the San Francisco Police Department (SFPD) member and their families. These services will provide 8 visits per fiscal year and be available throughout the United States. However, the selected vendor in 2011 provides 10 sessions per member (and their families) and a critical incident stress residential program for 5 members. For FY 15-16, the vendor will continue to provide 10 sessions and a critical incident stress residential program for 6 members.	Modification	6/30/2016
4082-12/13	Treasure/Tax Collector	Current Approved Amount \$1,490,000 Increase Amount Requested \$350,000 New Total Amount Requested \$1,840,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012) Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035 09/10 approved on 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	Modification	6/30/2017

Civil Service Commission Meeting Agenda

Regular Meeting of May 18, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4035-09/10	Treasure/Tax Collector	Current Approved Amount \$400,000 Increase Amount Requested \$500,000 New Total Amount Requested \$900,000	Provide new payment processing system; licensing fees and annual software maintenance costs; professional service cost in custom programming, installation and training. See attached sheet titled Description of Work.	Modification	6/30/2017

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of Request for Approval of Proposed Personal Services Contract #46237-14/15. (File No. 0135-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46237-14/15	Public Health	\$25,352,000	Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.	Regular	6/30/2020

Recommendation: Deny the appeal by SEIU, Local 1021 and adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

- (9) **Review of Request for Approval of Proposed Personal Services Contract #42832-14/15.**
(File No. 0136-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42832-14/15	Public Health	\$940,800	As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify provider's licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.	Regular	6/30/2019

Recommendation: Deny the appeal by SEIU, Local 1021 and adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

- (10) **Proposed Amendments to Civil Service Commission Rule Series 020 – Leaves of Absence.**
(File No. 0197-14-5) – Action Item

September 15, 2014: Continued to a future meeting date to allow time to research and analyze the application and impact of the AB1522, and with an interest in aligning sick leave provisions in the Civil Service Rules to the extent possible. (Vote of 5 to 0)

Recommendation: Accept the Executive Officer's staff report; incorporate any changes made by the Civil Service Commission; and direct the Executive Officer to post the proposed revisions to Civil Service Rules series 020 Leaves of Absences in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor union(s) and interested stakeholders and seek final approval from the Board of Supervisors.

CLOSED SESSION AGENDA

- (11) **Public comment on all matters pertaining to Items#11 through 15.**
- (12) **Vote on whether to hold Item #13 in Closed Session—Action Item.**
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (13) **Closed Session – Appeal of the Human Resources Director's Determination of Insufficient Evidence to Sustain a Former Peace Officer's Claim of Harassment/Hostile Work Environment and Discrimination/Disparate Treatment Based on Age, EEO File No. 1773. (File No. 0061-15-6) – Action Item**

(14) Reconvene in Open Session.

- 1) Vote on whether to elect to disclose any or all discussions held on Item #13 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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MINUTES Regular Meeting May 18, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

CALL TO ORDER

06-10-15P03:23 RCVD

2:01 p.m.

ROLL CALL

MICHAEL L. BROWN
EXECUTIVE OFFICER

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Rocanova	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 4, 2015

Action: Adopted the minutes. (Vote of 5 to 0)

Note: The Civil Service Commission did not go into Closed Session for Item #10 for the meeting of May 4, 2015.

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Human Resources Director Micki Callahan expressed the Department of Human Resources interest in the Sick Leave rules that are coming forth for revision, recognizing there are three (3) levels of sick leave provisions and the need to simplify. The proposed sick leave rule amendments before the commission today for approval will provide a more generous benefit to our labor partners and simplify the administration.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown reported that the Commission received two appeals that were resolved administratively due to settlement agreement and one appeal was determined not an appealable matter.

RATIFICATION AGENDA**0137-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46926-14/15	Airport Commission	\$6,000,000	Project Management Support Services (PMSS) including program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management for the Airport's Security Infrastructure Program (SIP) at San Francisco International Airport (SFO). The SIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct.	Regular	3/31/2021
48685-14/15	Assessor/ Recorder	\$250,000	Consultants are needed to provide analysis, configuration, and implementation services to implement the selected electronic document management system, OnBase by Hyland. OnBase is a leading enterprise content management software solution that provides organizations a centralized electronic repository and applications to capture and manage documents and related data, search for and access documents quickly and efficiently, manage retention policies, and integrate with other systems to support more efficient business processes. Please see attached for full response.	Regular	5/15/2020
40778-14/15	Controller	\$1,500,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	Regular	6/30/2020
49884-14/15	City Planning	\$500,000	The Planning Department is seeking an Urban Design consulting team to expediently develop a Public Realm Plan for the Central Waterfront - Dogpatch Area that will guide the rapid pace of public space development in the neighborhood. A Public Realm Plan will develop a community-supported vision for the neighborhood's streets, sidewalks, and public places through a series of projects and initiatives built over time, including new streetscape designs, active transportation and circulation plan, and a plan for pedestrian amenities. The Public Realm Plan will be used to effectively guide the many new and upcoming development projects in the area, many of which are currently going through entitlement.	Regular	12/31/2019

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48218-14/15	Human Resources	\$250,000	The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.	Regular	4/30/2017
47916-14/15	Police	\$375,000	Phlebotomy services must be available 24 hours a day/7 days a week/365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected Driving Under the Influence (DUI) drivers are different from blood draws for health reasons. Phlebotomist must be available for scheduled testimony if requested by District Attorney. Phlebotomist must also participate in evidence handling training by Medical Examiner.	Regular	6/30/2017
46444-14/15	Public Health	\$700,000	Contractor will provide one-time moving and installation services to move and install Furniture Fixtures and Equipment (FF&E) into the new San Francisco General Hospital.	Regular	6/30/2016
4165-07/08	General Services Agency-City Admin	Current Approved Amount \$1,779,981 Increase Amount Requested \$1,641,200 New Total Amount Requested \$3,421,181	Under CA Labor Code Section 1776 and S.F. Admin. Code Section 6.22(F) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. Vendor will provide a software license for their web based electronic certified payroll reporting system hosted on their secure server.	Modification	6/30/2018
4112-11/12	Juvenile Probation	Current Approved Amount \$450,000 Increase Amount Requested \$0 New Total Amount Requested \$450,000	The scope of work was created to allow the contractor to work with the department in two phases. The first phase is the planning phase and the second phase is the implementation phase. Phase 1 includes: Kick off, Develop Scope of Work, Project Plan, Requirements Matrix and Fit Gap Report, Conversion Plan and Interface Matrix Reports, Testing Strategy and Finalize Statement of Work. Phase 2 includes: Implement Case Management System Implementation Scope of Work, Develop and Implement Final Acceptance Testing Schedule.	Modification	4/30/2017
4044-10/11	Municipal Transportation Agency	Current Approved Amount \$2,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$3,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	Modification	11/30/2018
4091-10/11	Police	Current Approved Amount \$750,000 Increase Amount Requested \$130,000 New Total Amount Requested \$880,000	Initial Entry: Contractor will provide outpatient behavioral health services to the San Francisco Police Department (SFPD) member and their families. These services will provide 8 visits per fiscal year and be available throughout the United States. However, the selected vendor in 2011 provides 10 sessions per member (and their families) and a critical incident stress residential program for 5 members. For FY 15-16, the vendor will continue to provide 10 sessions and a critical incident stress residential program for 6 members.	Modification	6/30/2016

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4082-12/13	Treasurer/Tax Collector	Current Approved Amount \$1,490,000 Increase Amount Requested \$350,000 New Total Amount Requested \$1,840,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012) Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035 09/10 approved on 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	Modification	6/30/2017
4035-09/10	Treasurer/Tax Collector	Current Approved Amount \$400,000 Increase Amount Requested \$500,000 New Total Amount Requested \$900,000	Provide new payment processing system; licensing fees and annual software maintenance costs; professional service cost in custom programming, installation and training. See attached sheet titled Description of Work.	Modification	6/30/2017

Speakers: Joe Brenner, SEIU Local 1021 spoke on PSC# 47916-14/15.
Tajel Shah, Office of the Treasurer & Tax Collector spoke on PSC #4082-12/13.
Dan Roach, Municipal Transportation Agency spoke on PSC #4044-10/11.
Cynthia Hamada, Municipal Transportation Agency spoke on PSC #4044-10/11.

Action: 1) Approved PSC #4082-12/13 with the condition that the Office of the Treasurer & Tax Collector works with the Civil Service Commission staff to correct PSC form item 5B to indicate there is training. (Vote of 5 to 0)

2) Postponed PSC #4044-10/11 to the meeting of June 1, 2015 with the condition that the Municipal Transportation Agency notifies the applicable employee organizations. (Vote of 5 to 0)

3) Approved the request for all remaining PSCs (PSC numbers 46926-14/15, 48685-14/15, 40778-14/15, 49884-14/15, 48218-14/15, 47916-14/15, 46444-14/15, 4165-07/08, 4112-11/12, 4091-10/11 and 4035-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

REGULAR AGENDA

0135-15-8 Review of Request for Approval of Proposed Personal Services Contract #46237-14/15. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46237-14/15	Public Health	\$25,352,000	Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.	Regular	6/30/2020

Speakers: Jacquie Hale, Department of Public Health
 Joe Brenner, SEIU Local 1021
 Emma Gerould, SEIU Local 1021
 Sandeep Hal, SEIU Local 1021
 Eric Williams, Local 250A

Action: Conditionally approved PSC #46237-14/15 for two years, with the provision that the Department of Public Health report back in six months with status on the discussions with SEIU, Local 1021. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0136-15-8 Review of Request for Approval of Proposed Personal Services Contract #42832-14/15. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42832-14/15	Public Health	\$940,800	As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify provider's licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.	Regular	6/30/2019

Speakers: Jacquie Hale, Department of Public Health
 Joe Brenner, SEIU Local 1021

Action: Conditionally approved PSC #42832-14/15 for a duration of three years, with the provision that the Department of Public Health will report back within one year to address why credentialing cannot be done by permanent civil service staff. In addition, continue discussions with SEIU, Local 1021. Notified the Office of the Controller and the Office of Contract Administration.
(Vote of 5 to 0)

0197-14-5 Proposed Amendments to Civil Service Commission Rule Series 020 – Leaves of Absence. (Item No. 10)

Speakers: Michael Brown, Executive Officer
Janie White, Department of Human Resources
Eric Williams, Local 250A

September 15, 2014: Continued to a future meeting date to allow time to research and analyze the application and impact of the AB1522, and with an interest in aligning sick leave provisions in the Civil Service Rules to the extent possible. (Vote of 5 to 0)

Action: Accepted the Executive Officer's staff report; incorporated any changes made by the Civil Service Commission; and directed the Executive Officer to post the proposed revisions to Civil Service Rules series 020 Leaves of Absences in accordance with the Charter and Civil Service Rules for immediate adoption following meet and discuss with the affected labor union(s) and interested stakeholders and seek final approval from the Board of Supervisors. (Vote of 5 to 0)

CLOSED SESSION AGENDA

Public comment on all matters pertaining to Items #11 through 14. (Item No. 11)

Speakers: None.

Vote on whether to hold Item #13 in Closed Session—Action Item.

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8)) (Item No. 12)

Speakers: None.

Action: The Commission voted to conduct item #13 in Closed Session.
(Vote of 5 to 0)

0061-15-6 Closed Session – Appeal of the Human Resources Director's Determination of Insufficient Evidence to Sustain a Former Peace Officer's Claim of Harassment/Hostile Work Environment and Discrimination/Disparate Treatment Based on Age, EEO File No. 1773. (Item No. 13)

Reconvene in Open Session. (Item No. 14)

The Closed Session on this matter started at 3:32 p.m. in City Hall Room 400. The following individuals were present for Item #13:

E. Dennis Normandy, President, Civil Service Commission
Douglas Chan, Vice President, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Scott R. Heldfond, Commissioner, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Michael Brown, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Jennifer Bushman, Civil Service Commission
Micki Callahan, Human Resources Director
Linda Simon, Department of Human Resources
Matthew Valdez, Department of Human Resources
Department Representative
Department Representative
Department Representative
Appellant

Action: Adopted the report and denied the appeal. (Vote of 5 to 0)

- 1) **Vote on whether to elect to disclose any or all discussions held on Item #13 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

Speakers: None.

Action: The Commission voted to disclose its vote on the appeal, but not to disclose its Closed Session discussions on the item with the proviso that in the event the basis for the Commission's decision becomes pertinent to any subsequent litigation the City will be able to produce that information within the confines of appropriate discovery in any subsequent litigation. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

Commissioner Roccanova requested Civil Service Commission staff to look into the Personal Services Contracts (PSC) submissions. In particular addressing requests that include a number of smaller contracts that are under one PSC and identify an easier reporting process so that the proposal to contract out is clear and easier to comprehend by the Commission as well as the public.

Commissioner Favetti requested Commission staff to review the rules and provisions that are completely outdated and make the necessary administrative changes.

ADJOURNMENT (Item No. 16)

4:49 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GENA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting June 1, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
June 1, 2015
2:00 p.m.**

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of May 18, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) ELECTION OF OFFICERS (File No. 0180-15-1) – Action Item

Recommendation: Open for discussion.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(8) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0179-15-8) -- Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46285-14/15	General Services Agency – City Admin	\$3,500,000	Vendor will provide, at the approval of in-house staff, as needed printing, bindery and mailing services to include two color printing in large quantities, collating and folding.	Regular	6/30/2020
49068-14/15	Adult Probation	\$2,000,000	Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.	Regular	8/31/2020
35838-14/15	Controller	\$750,000	The selected Contractor will provide consulting services to independently verify and validate the City-wide Financial Management System Project, ensuring that the software product, service, and system meet requirements and specifications and that it fulfills its intended purpose. The selected Contractor will assess the progress of the project, identify potential risk issues, gauge the success of the project, and mitigate issues on an ongoing basis.	Regular	6/30/2018
46594-14/15	District Attorney	\$250,000	The pre-qualified vendors were selected through an RFQ issued on November 11, 2014 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications services to educate the public about crime prevention, on how to access the office's services, and about the office's initiatives. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.	Regular	3/31/2017
48684-14/15	General Services Agency – Public Works	\$3,000,000	San Francisco Public Works is seeking a qualified team to provide construction management support services to City staff to address the specialized expertise and temporary peak workloads during the development of the design criteria package, pre-construction and design-build phases of the new Rehabilitation Detention Facility that replaces jails 3 & 4 located on the 6th and 7th floor of the Hall of Justice. The services will include, but are not limited to: peer review of performance requirements and metrics, budgeting, cost estimating, constructability review, design and construction administration and sustainable building design and construction management.	Regular	10/31/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48382-14/15	Public Utilities Commission	\$250,000	The San Francisco Public Utilities Commission (SFPUC) is in charge of the power substations located at the SFO. The SFPUC needs to develop an Operations and Maintenance Manual to provide guidelines and services for the Power Substations located at the San Francisco Airport (SFO). The highly specialized work includes: creating major equipment lists to be included in the manual, creating maintenance schedules and cycles for major equipment, developing operating and maintenance clearance procedures for major equipment, and creating basic safety procedures for substation workers. Substation manuals provide guidelines for maintenance & service for the thousands of public utility agency owned substations throughout the State of California. Most major utilities agencies have documentation departments that provide Utility Standards for the agencies to work within; however, SFPUC does not. Therefore, SFPUC's Power Enterprise would like develop their own Substations manual and standard practices.	Regular	5/15/2017
4011-10/11	Airport Commission	Current Approved Amount \$1,000,000 Increase Amount Requested \$100,000 New Total Amount Requested \$1,100,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No. 97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.	Modification	7/31/2020
45611-13/14	General Services Agency - Technology	Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000	The Department of Technology is soliciting proposals from firms to build and deploy a microwave network connecting the public safety building and public safety radio communication sites. It is expected that the microwave communication will provide the resilience and redundancy to public safety communications. The services include planning, design, engineering and technical support to maintain the system.	Modification	12/31/2016
4045-04/05	Public Health	Current Approved Amount \$5,000,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$7,000,000	Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers.	Modification	3/31/2019
44677-14/15	Public Health	Current Approved Amount \$100,000 Increase Amount Requested \$500,000 New Total Amount Requested \$600,000	Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners.	Modification	12/31/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**(9) Review of Request for Approval of Proposed Personal Services Contract #4056-10/11.
(File No. 0104-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4056-10/11	Treasurer/Tax Collector	Current Approved Amount \$290,000 Increase Amount Requested \$710,000 New Total Amount Requested \$1,000,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	Modification	07/01/2017

April 20, 2015: Postponed PSC #4056-10/11 to the meeting of June 1, 2015.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract Number 4056-10/11; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

**(10) San Francisco Municipal Transportation Agency's report on Position-Based Testing.
(File No. 0167-15-1) – Action Item**

Recommendation: Adopt the report.

**(11) Review of Request for Approval of Proposed Personal Services Contract #4044-10/11.
(File No. 0137-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-10/11	Municipal Transportation Agency	Current Approved Amount \$2,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$3,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	Modification	11/30/2018

May 18, 2015: Postponed PSC #4044-10/11 to the meeting of June 1, 2015 with the condition that the Municipal Transportation Agency notifies the applicable employee organizations. (Vote of 5 to 0)

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract Number 4044-10/11; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (12) **Department of Human Resources' Report on the Implementation of the Fire Pilot Program. (File No. 0170-14-1) – Action Item**

Recommendation: Adopt the Department of Human Resources' Report.

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting June 1, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Roccanova	Present

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President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 18, 2015

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown reminded the Commission that Personal Services Contract Number 4056-10/11 was included in the PSC Summary packet in error and will remain as a separate item on the Ratification Agenda.

No. 0180-15-1 ELECTION OF OFFICERS (Item No. 5)

Action: Vice President Douglas S. Chan was elected President for the term ending June 30, 2016. (Vote of 5 to 0)
 Commissioner Gina M. Roccanova was elected Vice President for the term ending June 30, 2016. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Human Resources Director Micki Callahan was pleased to report that the expedited hiring of Registered Nurses at San Francisco General Hospital has reduced the processing time down to twenty-eight (28) days, thanks to the collaboration between the Department of Public Health and the Department of Human Resources. Secondly, Ms. Callahan recently presented at the Fire Commission and talked about the extension of the Pilot Testing Program. The Fire Commission was pleased with the report and expressed their full support for the program. They also acknowledged and expressed their appreciation for the letter of support prepared by Executive Officer Michael Brown on behalf of the Civil Service Commission in support of the uniformed recruitment position requested within their budget.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

None.

0179-15-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46285-14/15	General Services Agency – City Admin	\$3,500,000	Vendor will provide, at the approval of in-house staff, as needed printing, bindery and mailing services to include two color printing in large quantities, collating and folding.	Regular	6/30/2020
49068-14/15	Adult Probation	\$2,000,000	Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.	Regular	8/31/2020
35838-14/15	Controller	\$750,000	The selected Contractor will provide consulting services to independently verify and validate the City-wide Financial Management System Project, ensuring that the software product, service, and system meet requirements and specifications and that it fulfills its intended purpose. The selected Contractor will assess the progress of the project, identify potential risk issues, gauge the success of the project, and mitigate issues on an ongoing basis.	Regular	6/30/2018
46594-14/15	District Attorney	\$250,000	The pre-qualified vendors were selected through an RFQ issued on November 11, 2014 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications services to educate the public about crime prevention, on how to access the office's services, and about the office's initiatives. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.	Regular	3/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48684-14/15	General Services Agency – Public Works	\$3,000,000	San Francisco Public Works is seeking a qualified team to provide construction management support services to City staff to address the specialized expertise and temporary peak workloads during the development of the design criteria package, pre-construction and design-build phases of the new Rehabilitation Detention Facility that replaces jails 3 & 4 located on the 6th and 7th floor of the Hall of Justice. The services will include, but are not limited to: peer review of performance requirements and metrics, budgeting, cost estimating, constructability review, design and construction administration and sustainable building design and construction management.	Regular	10/31/2021
48382-14/15	Public Utilities Commission	\$250,000	The San Francisco Public Utilities Commission (SFPUC) is in charge of the power substations located at the SFO. The SFPUC needs to develop an Operations and Maintenance Manual to provide guidelines and services for the Power Substations located at the San Francisco Airport (SFO). The highly specialized work includes: creating major equipment lists to be included in the manual, creating maintenance schedules and cycles for major equipment, developing operating and maintenance clearance procedures for major equipment, and creating basic safety procedures for substation workers. Substation manuals provide guidelines for maintenance & service for the thousands of public utility agency owned substations throughout the State of California. Most major utilities agencies have documentation departments that provide Utility Standards for the agencies to work within; however, SFPUC does not. Therefore, SFPUC's Power Enterprise would like develop their own Substations manual and standard practices.	Regular	5/15/2017
4011-10/11	Airport Commission	Current Approved Amount \$1,000,000 Increase Amount Requested \$100,000 New Total Amount Requested \$1,100,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No. 97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.	Modification	7/31/2020
45611-13/14	General Services Agency - Technology	Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000	The Department of Technology is soliciting proposals from firms to build and deploy a microwave network connecting the public safety building and public safety radio communication sites. It is expected that the microwave communication will provide the resilience and redundancy to public safety communications. The services include planning, design, engineering and technical support to maintain the system.	Modification	12/31/2016
4045-04/05	Public Health	Current Approved Amount \$5,000,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$7,000,000	Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers.	Modification	3/31/2019

Civil Service Commission Meeting Minutes

Regular Meeting of June 1, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44677-14/15	Public Health	Current Approved Amount \$100,000 Increase Amount Requested \$500,000 New Total Amount Requested \$600,000	Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners.	Modification	12/31/2020

Speakers: Joan Lubamersky from the General Services Agency and Sin Yee Poon from SEIU, Local 1021 spoke on PSC #46285-14/15.
Lisa Randall from the Airport Commission spoke on PSC #4011-10/11.

Action: 1) Approved PSC #46285-14/15 with the condition that the General Services Agency provides a more detailed and expanded submission. (Vote of 5 to 0)

2) Postponed PSC #4011-10/11 to the meeting of June 15, 2015 at the request of the department so they may correct Modification #1 amount from \$1,000,000 to \$100,000. (Vote of 5 to 0)

3) Approved the request for all remaining PSCs (PSC numbers 49068-14/15, 35838-14/15, 46594-14/15, 48684-14/15, 48382-14/15, 45611-13/14, 4045-04/05 and 44677-14/15). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0104-15-8 Review of Request for Approval of Proposed Personal Services Contract #4056-10/11. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4056-10/11	Treasurer/Tax Collector	Current Approved Amount \$290,000 Increase Amount Requested \$710,000 New Total Amount Requested \$1,000,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	Modification	07/01/2017

April 20, 2015: Postponed PSC #4056-10/11 to the meeting of June 1, 2015.

Action: Adopted the report. Approved the request for proposed Personal Services Contract Number 4056-10/11; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0167-15-1 San Francisco Municipal Transportation Agency's report on Position-Based Testing. (Item No. 10)

Action: Adopted the report. (Vote of 5 to 0)

0137-15-8 Review of Request for Approval of Proposed Personal Services Contract #4044-10/11. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-10/11	Municipal Transportation Agency	Current Approved Amount \$2,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$3,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	Modification	11/30/2018

May 18, 2015: Postponed PSC #4044-10/11 to the meeting of June 1, 2015 with the condition that the Municipal Transportation Agency notifies the applicable employee organizations. (Vote of 5 to 0)

Action: Adopted the report. Approved the request for proposed Personal Services Contract Number 4044-10/11; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0170-14-1 Department of Human Resources' Report on the Implementation of the Fire Pilot Program. (Item No. 12)

Speakers: John Kraus, Department of Human Resources

Action: Adopted the Department of Human Resources' Report. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

President Normandy requested Sin Yee Poon, SEIU Local 1021 to submit her public comment for Consent Agenda, Item #11 (Review of Request for Approval of Proposed Personal Services Contract #4044-10/11) to Executive Officer Michael Brown. President Normandy explained that there is no public comment during the Consent Agenda, however he wanted to allow Ms. Poon the ability to submit any concerns to Commission staff.

Lastly, President Normandy on behalf of the Commission requested staff to send best wishes and a quick recovery to Andrea Gourdine, former Human Resources Director.

ADJOURNMENT (Item No. 14)

2:49 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting June 15, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of June 15, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 15, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of June 1, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0198-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49981-14/15	General Services Agency – Public Works	\$3,000,000	The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.	Regular	5/31/2018
46544-14/15	Airport Commission	\$130,000,000	Project Management Support Services (PMSS) and Design Build (DB) service teams with elevated people-mover guideway and operating system experience is required to manage the design and construction of the Airport AirTrain Extension projects. Services to be provided include project controls, scheduling, document control, design management, contracts management, Architectural and Engineering (AE) design services, furnishing and installing AirTrain Operating System components at new stations and guideway areas, Train Control System modifications, and construction of the AirTrain Extension and Stations. The AirTrain Extension and Improvements Program includes: 1) the Airport AirTrain Extension to Lot DD, 2) the AirTrain Stations at Long Term Parking Lot DD and at the Airport Hotel, and 3), new AirTrain Operating System work, 4) Modifications to the Train Control System, and 5) PMSS for oversight of all scope (Professional Services).	Regular	12/31/2018
49160-14/15	Board of Supervisors	\$225,000	On April 15, 2014, the Board of Supervisors passed Motion No. M14-057, directing the Clerk of the Board to prepare a Request for Qualifications (RFQ) to enable a radio station to broadcast the weekly San Francisco Board of Supervisors meetings. This PSC is requested to authorize the contract resulting from that RFQ process.	Regular	6/30/2018
46829-14/15	City Planning	\$2,000,000	Selected consultant(s) will provide as-needed Economic Consulting Services, specifically in the topic areas of Fiscal Analysis & Administration, Real Estate Analysis, Economic Development Strategy, and Economic Research. The Planning Department will select one or more consultants from the Controller's Office list of pre-qualified vendors, established on November 7, 2014 and updated every two years, with demonstrated experience in a wide variety of economic consulting studies. Potential projects could include fee (cost recovery) studies, formation of special financing districts, analysing impacts of proposed development or legislation, and other similar studies.	Regular	6/30/2019

Civil Service Commission Meeting Agenda

Regular Meeting of June 15, 2015

49470-14/15	Controller	\$250,000	Professional services to redesign and implement the Oracle Interaction Hub for all employees and retirees. The primary users of the current Oracle Interaction Hub are Human Resource and Payroll professionals as well as employees and managers using PeopleSoft self-service time reporting (about 3,000 total employees). With this Project, the City is seeking implementation of a more secure and advanced Oracle Interaction Hub offering that will serve as an intuitive knowledge center for all active employees (about 30,000 total employees). With this Project, all employees will be given self-service access to their own PeopleSoft information including personal and job data, bi-weekly payroll data, leave balances, benefit plans and much more.	Regular	12/31/2016
40922-14/15	General Services Agency – Public Works	\$1,000,000	Provide specialized services in pavement condition data collection and surveys to support the Public Works Paving Program on an as-needed basis. Work shall include providing expert examination, analysis, reports, graphs, raw data and other information of San Francisco's roadway network. We intend to award one contract with \$1,000,000 limit.	Regular	9/1/2020
33469-14/15	Human Resources	\$250,000	The City is seeking approval to enter into a contract with Year Up, a national nonprofit organization that provides urban young adults with the skills, experience, and support necessary to build professional careers in Information Technology (IT). The Year Up model includes an education component followed by a paid work internship for its participants. The City intends to offer the paid internships at the Department of Public Health (DPH) as a program pilot.	Regular	7/31/2016
47272-14/15	Municipal Transportation Agency	\$3,000,000	The contractor will manufacture and install a variety of rail vehicle training simulators that resemble various San Francisco Municipal Transportation Agency (SFMTA) vehicles. This includes not only the hardware, but the installation and customization of proprietary computer software to train the SFMTA employees on rail vehicle simulators. The Rail Training Simulator has a complicated software package with modelling that provides a virtual reality of railway routes, hazards, and allows the rail operator or other user to interact by stepping inside the virtual world. It's projected that approximately three hundred (300) Class 9163 Transit Operators will be trained using these simulators over a period of time.	Regular	6/30/2017
40295-14/15	Treasurer/ Tax Collector	\$200,000	Consulting services to assist Office of the Treasurer and Tax Collector (TTX) staff in creating and maintaining Enterprise Content Management (ECM) solutions. The engagement will include the joint design and creation of a new business tax audit workflow module to ensure TTX is compliant with business tax policy. Also, the consultant will be used to help transition the TTX technical team into a stronger support role for the product.	Regular	12/31/2019
41216-14/15	Treasurer/ Tax Collector	\$300,000	The Office of the Treasurer and Tax Collector currently accepts new business registration applications by paper only. This project is being undertaken to allow for new business registration online. The project requires contractor support to integrate a new electronic/digital signature solution (eSignature solution) for the online registration application.	Regular	6/30/2019

46266-14/15	Public Health	\$15,260,000	The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.	Regular	6/30/2020
44699-14/15	Public Utilities Commission	Current Approved Amount \$3,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$5,500,000	Contractor will deploy City-owned Automated Water Meter Program (AWMP) equipment to complete the final phase of AWMP deployment. A previous contract implemented Phase I and Phase II of the AWMP accomplishing 95% of the total AWMP deployment work. This professional service contract will cover the replacement or retrofit of the remaining approximately 5,200 existing manual water meters in the City with the AWMP equipment consisting of a digital water meter and a meter transmission unit (MTU). This mass deployment will ensure a seamless transfer from the current installed water meters to safeguard against unregistered consumption, mis-identification of meter locations, erroneously installed or programmed equipment, and any interruptions in customer reading and billing services.	Modification	5/31/2017

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(8) Review of Request for Approval of Proposed Personal Services Contract #4011-10/11 from the Airport Commission. (File No. 0199-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4011-10/11	Airport Commission	Current Approved Amount \$1,000,000 Increase Amount Requested \$100,000 New Total Amount Requested \$1,100,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No. 97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects	Modification	07/31/2020

April 20, 2015:

Postponed PSC #4011-10/11 to the meeting of June 15, 2015 at the request of the department so they may correct modification #1 amount from \$1,000,000 to \$100,000.

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract Number 4011-10/11; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of Request for Approval of Proposed Personal Services Contract Number 44680-14/15 from the Department of Public Health. (File No. 0200-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44680-14/15	Public Health	\$845,000	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians, include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	Regular	6/30/2020

January 5, 2015: Postponed PSC #44680-14/15 to the meeting of February 2, 2015.
(Vote of 5 to 0)

Recommendation: Adopt the report; Approve request for PSC # 44680-14/15. Notify the Office of the Controller and the Office of Contract Administration.

(10) Status Update Report to Office of Community Investment and Infrastructure – Only Eligible Lists, Civil Service Commission Rule 112. (File No. 0201-15-5) – Action Item

Recommendation: Adopt the staff report.

(11) Civil Service Commission's Strategic Plan for Fiscal Year 2015-2016. (File No. 0206-15-1) – Action Item

Recommendation: Discuss and adopt the Civil Service Commission's Strategic Plan for Fiscal Year 2015-2016.

(12) Civil Service Commission's Goals and Objectives for Fiscal Year 2015-2016. (File No. 0207-15-1) – Action Item

Recommendation: Discuss and adopt the Civil Service Commission's Goals and Objectives for Fiscal year 2015-2016.

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting June 15, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

5/15
E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER

2:04 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Excused (Notified Absence)
Commissioner Scott R. Helffond	Present
Commissioner Gina M. Roccanova	Present

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President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Joe Brenner, SEIU, Local 1021 commented on PSC #4659-14/15, Communication Consultants for Public Awareness from the District Attorney's Office presented from the previous meeting of June 1, 2015. Mr. Brenner thanked the District Attorney's Office for working constructively with SEIU, Local 1021 to investigate the possibility of having the graphic art work be performed by Civil Service classification 5322 Graphic Artist through interdepartmental work orders. Overall, he encouraged the Department of Human Resources to follow the same suit of exploring interdepartmental work orders in an effort to use city workers as the first source of hiring.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 1, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown first announced that SEIU, Local 1021 had requested to sever PSC# 46266-14/15 and move the item from the Ratification Agenda to the Regular Agenda. Although the original request was untimely, he made it clear that it will be for the Commission's consideration to grant the request.

Secondly, Executive Officer Michael Brown clarified that the PSC table for Item #8, (Review of Request for Approval of Proposed Personal Services Contract #4011-10/11 from the Airport Commission) was corrected to reflect the current approved amount of \$100,000 (not \$1,000,000) and new total amount requested of \$200,000 (not \$1,100,000).

Lastly, President Normandy announced that June 30, 2015 marks the end of his six (6) year tenure as a Civil Service Commissioner and the conclusion of his final year as the Commission president. He has also informed the Mayor that he is retiring from the public arena in order to focus solely on his family and private endeavors. He expressed his sincere gratitude to have served the last twenty-eight (28) years in both the current administration and those of the Mayor's five predecessors and that this would be his final Civil Service Commission meeting.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown happily reported that the Board of Supervisors approved the Civil Service Commission's budget request for \$1.173 and \$1.193 M for Fiscal Year 2015-2016 and 2016-2017.

RATIFICATION AGENDA**0198-15-8 Review of Request for Approval of Proposed Personal Services Contracts.**
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49981-14/15	General Services Agency – Public Works	\$3,000,000	The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.	Regular	5/31/2018

Civil Service Commission Meeting Minutes

Regular Meeting of June 15, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46544-14/15	Airport Commission	\$130,000,000	Project Management Support Services (PMSS) and Design Build (DB) service teams with elevated people-mover guideway and operating system experience is required to manage the design and construction of the Airport AirTrain Extension projects. Services to be provided include project controls, scheduling, document control, design management, contracts management, Architectural and Engineering (AE) design services, furnishing and installing AirTrain Operating System components at new stations and guideway areas, Train Control System modifications, and construction of the AirTrain Extension and Stations. The AirTrain Extension and Improvements Program includes: 1) the Airport AirTrain Extension to Lot DD, 2) the AirTrain Stations at Long Term Parking Lot DD and at the Airport Hotel, and 3), new AirTrain Operating System work, 4) Modifications to the Train Control System, and 5) PMSS for oversight of all scope (Professional Services).	Regular	12/31/2018
49160-14/15	Board of Supervisors	\$225,000	On April 15, 2014, the Board of Supervisors passed Motion No. M14-057, directing the Clerk of the Board to prepare a Request for Qualifications (RFQ) to enable a radio station to broadcast the weekly San Francisco Board of Supervisors meetings. This PSC is requested to authorize the contract resulting from that RFQ process.	Regular	6/30/2018
46829-14/15	City Planning	\$2,000,000	Selected consultant(s) will provide as-needed Economic Consulting Services, specifically in the topic areas of Fiscal Analysis & Administration, Real Estate Analysis, Economic Development Strategy, and Economic Research. The Planning Department will select one or more consultants from the Controller's Office list of pre-qualified vendors, established on November 7, 2014 and updated every two years, with demonstrated experience in a wide variety of economic consulting studies. Potential projects could include fee (cost recovery) studies, formation of special financing districts, analyzing impacts of proposed development or legislation, and other similar studies.	Regular	6/30/2019
49470-14/15	Controller	\$250,000	Professional services to redesign and implement the Oracle Interaction Hub for all employees and retirees. The primary users of the current Oracle Interaction Hub are Human Resource and Payroll professionals as well as employees and managers using PeopleSoft self-service time reporting (about 3,000 total employees). With this Project, the City is seeking implementation of a more secure and advanced Oracle Interaction Hub offering that will serve as an intuitive knowledge center for all active employees (about 30,000 total employees). With this Project, all employees will be given self-service access to their own PeopleSoft information including personal and job data, bi-weekly payroll data, leave balances, benefit plans and much more.	Regular	12/31/2016
40922-14/15	General Services Agency - Public Works	\$1,000,000	Provide specialized services in pavement condition data collection and surveys to support the Public Works Paving Program on an as-needed basis. Work shall include providing expert examination, analysis, reports, graphs, raw data and other information of San Francisco's roadway network. We intend to award one contract with \$1,000,000 limit.	Regular	9/1/2020
33469-14/15	Human Resources	\$250,000	The City is seeking approval to enter into a contract with Year Up, a national nonprofit organization that provides urban young adults with the skills, experience, and support necessary to build professional careers in Information Technology (IT). The Year Up model includes an education component followed by a paid work internship for its participants. The City intends to offer the paid internships at the Department of Public Health (DPH) as a program pilot.	Regular	7/31/2016

Civil Service Commission Meeting Minutes

Regular Meeting of June 15, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42722-14/15	Municipal Transportation Agency	\$3,000,000	The contractor will manufacture and install a variety of rail vehicle training simulators that resemble various San Francisco Municipal Transportation Agency (SFMTA) vehicles. This includes not only the hardware, but the installation and customization of proprietary computer software to train the SFMTA employees on rail vehicle simulators. The Rail Training Simulator has a complicated software package with modelling that provides a virtual reality of railway routes, hazards, and allows the rail operator or other user to interact by stepping inside the virtual world. It's projected that approximately three hundred (300) Class 9163 Transit Operators will be trained using these simulators over a period of time.	Regular	6/30/2017
40295-14/15	Treasurer/ Tax Collector	\$200,000	Consulting services to assist Office of the Treasurer and Tax Collector (TTX) staff in creating and maintaining Enterprise Content Management (ECM) solutions. The engagement will include the joint design and creation of a new business tax audit workflow module to ensure TTX is compliant with business tax policy. Also, the consultant will be used to help transition the TTX technical team into a stronger support role for the product.	Regular	12/31/2019
41216-14/15	Treasurer/ Tax Collector	\$300,000	The Office of the Treasurer and Tax Collector currently accepts new business registration applications by paper only. This project is being undertaken to allow for new business registration online. The project requires contractor support to integrate a new electronic/digital signature solution (eSignature solution) for the online registration application.	Regular	6/30/2019
46266-14/15	Public Health	\$15,260,000	The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experience in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.	Regular	6/30/2020
44699-14/15	Public Utilities Commission	Current Approved Amount \$3,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$5,500,000	Contractor will deploy City-owned Automated Water Meter Program (AWMP) equipment to complete the final phase of AWMP deployment. A previous contract implemented Phase I and Phase II of the AWMP accomplishing 95% of the total AWMP deployment work. This professional service contract will cover the replacement or retrofit of the remaining approximately 5,200 existing manual water meters in the City with the AWMP equipment consisting of a digital water meter and a meter transmission unit (MTU). This mass deployment will ensure a seamless transfer from the current installed water meters to safeguard against unregistered consumption, mis-identification of meter locations, erroneously installed or programmed equipment, and any interruptions in customer reading and billing services.	Modification	5/31/2017

0198-15-8 Cont.

Speakers: Jack Wood from the Controller's Office spoke on PSC #49470-14/15. Jacquie Hale and Charlie Mayor from the Department of Public Health spoke on PSC #46266-14/15. Terry Meadows and Emma Gerould from SEIU, Local 1021 spoke on PSC #46266-14/15.

Action: 1) Approved PSC #46266-14/15 with the condition that the Department of Public Health amends the PSC submission to clarify the grant requirements. In addition, the department will provide the requested information and continue discussions with SEIU, Local 1021. (Vote of 4 to 0)

2) Approved the request for all remaining PSCs (PSC numbers 49981-14/15, 46544-14/15, 49160-14/15, 46829-14/15, 49470-14/15, 40922-14/15, 33469-14/15, 47272-14/15, 40295-14/15, 41216-14/15 and 44699-14/15). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0199-15-8 Review of Request for Approval of Proposed Personal Services Contract #4011-10/11 from the Airport Commission. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4011-10/11	Airport Commission	Current Approved Amount \$100,000 Increase Amount Requested \$100,000 New Total Amount Requested \$200,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No. 97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects	Modification	07/31/2020

April 20, 2015: Postponed PSC #4011-10/11 to the meeting of June 15, 2015 at the request of the department so they may correct modification #1 amount from \$1,000,000 to \$100,000.

Speakers: None.

Action: Adopted the reported. Approved the request for proposed Personal Services Contract Number 4011-10/11; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0200-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 44680-14/15 from the Department of Public Health. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44680-14/15	Public Health	\$845,000	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians, include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	Regular	6/30/2020

January 5, 2015: Postponed PSC #44680-14/15 to the meeting of February 2, 2015.
(Vote of 5 to 0)

Note: Commissioner Roccanova recused herself due to her law firm having an ongoing relationship with UC, which is the vendor in this matter.
(Vote 3 to 0)

Speakers: Jacquie Hale, Department of Public Health
Joe Brenner, SEIU, Local 1021

Action: Adopted the report; Approved request for PSC # 44680-14/15.
Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0201-15-5 Status Update Report to Office of Community Investment and Infrastructure – Only Eligible Lists, Civil Service Commission Rule 112. (Item No. 10)

Speakers: Shawn Sherburne, Department of Human Resources

Action: Adopted the staff report. (Vote of 4 to 0)

0206-15-1 Civil Service Commission's Strategic Plan for Fiscal Year 2015-2016. (Item No. 11)

Speakers: Michael Brown, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Susan Gard, Department of Human Resources

0206-15-1 Cont.

Action: Discussed and adopted the Civil Service Commission's Strategic Plan for Fiscal Year 2015-2016. In addition, on attachment D include; (1) reissue Rules in their entirety – a 2015 edition incorporating administrative changes; (2) accept email as an additional postmark factor; (3) divide Rule 005 Series into two sections, creating a new section to incorporate all appeals language contained in the first section; (4) review Rules 020 and 022 Series for updates and reorganization; (5) review of CSC reports and their content; (6) expand on Veteran's points; and (7) provide a report regarding ongoing discussions with the Unified School District, the issues they face and their participation in the merit system. (Vote 4 to 0)

0207-15-1 Civil Service Commission's Goals and Objectives for Fiscal Year 2015-2016. (Item No. 12)

Speakers: Michael Brown, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Susan Gard, Department of Human Resources

Action: Discussed and adopted the Civil Service Commission's Goals and Objectives for Fiscal year 2015-2016. (Vote 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Vice President Chan requested staff to obtain information regarding the cost for live streaming and cable casting platform.

Commissioner Heldfond and Vice President Chan expressed their sincere gratitude with serving with President Normandy. They exchanged a warm farewell and wished him all the best in his future endeavors.

ADJOURNMENT (Item No. 14)

2:55 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting July 6, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of July 6, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/hdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 6, 2015
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES** - Action Item

Regular Meeting of June 15, 2015

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

(6) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0226-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47437-14/15	Assessor/Recorder	\$500,000	The proposed work is for a short-term project for high-volume imaging or conversion of real property assessment files and records—for approximately 205,000 parcels—from paper to digital format and upload into a new electronic document management system. The work will be to prepare the files, scan each page to a high quality level (including enhancing documents with pencil and hand-written markings), index each document accurately to the appropriate document indexes, provide quality control, and separate and assemble appropriate documents for off-site storage, archiving or destruction. For the 205,000 parcels, there will be approximately 650,000 documents, made up of an estimated 3 million pages. These files include documents received by the Office of the Assessor from 1937 to the current year.	Regular	8/1/2020
43808-14/15	General Services Agency-Public Works	\$7,500,000	Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.	Regular	12/31/2020
41575-14/15	Municipal Transportation Agency	\$2,000,000	The contractor will provide a comprehensive environmental review with a focus on transportation impacts for the San Francisco Municipal Transportation Agency (SFMTA) 6th Street Pedestrian Safety Project (6th St. Project), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) as required.	Regular	7/31/2019
40942-14/15	Public Health	\$1,042,000	Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	Regular	12/31/2016
49137-14/15	Public Health	\$18,000,000	Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for this transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.	Regular	12/31/2017

Civil Service Commission Meeting Agenda

Regular Meeting of July 6, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-11/12	Airport Commission	Current Approved Amount \$6,000,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$7,500,000	As part of the Airport's 5-year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required. The as-needed project support services have provided services to many of the Airport's capital improvement plan (CIP) projects.	Modification	6/30/2019
39332-13/14	Human Resources - HRD	Current Approved Amount \$99,000 Increase Amount Requested \$70,000 New Total Amount Requested \$169,000	The Contractor will provide advisory services, so the Department of Human Resources (DHR) can publish and evaluate solicitations in compliance with City requirements.	Modification	6/30/2017
4030-13/14	Municipal Transportation Agency- MTA	Current Approved Amount \$449,000 Increase Amount Requested \$0 New Total Amount Requested \$449,000	The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paving Co., Inc. v. Washington State Department of Transportation.	Modification	10/31/2015
4007-11/12	Public Utilities Commission -PUC	Current Approved Amount \$2,300,000 Increase Amount Requested \$1,964,580 New Total Amount Requested \$4,264,580	Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing Conceptual Engineering Report and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.	Modification	10/30/2018
4141-11/12	Public Utilities Commission -PUC	Current Approved Amount \$9,000,000 Increase Amount Requested \$0 New Total Amount Requested \$9,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.	Modification	12/31/2021
4001-12/13	Public Health - DPH	Current Approved Amount \$65,000 Increase Amount Requested \$105,000 New Total Amount Requested \$170,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State from one sample month to all year. This software will save staff time and ensure more accurate submissions to the State, to ensure as much administrative time as possible is claimed for reimbursement.	Modification	6/30/2018

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4137-12/13	Public Health - DPH	Current Approved Amount \$175,000 Increase Amount Requested \$2,781,800 New Total Amount Requested \$2,956,800	Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AITC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; financial responsibility information; provide utilization and claims reports; and reconcile claims and payments. NOTE: The amount of the requested PSC is the Departments best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenue, not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown.	Modification	12/31/2021

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Review of Request for Approval of Proposed Personal Services Contract Number 13701-14/15 from the Arts Commission – Omit Positing. (File No. 0227-15-8) – Action Item**

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract Number 13701-14/15; Notify the Office of the Controller and the Office of Contract Administration.

- (9) **Appeal by Veronica Hicks of the Rejection of her Application for the 2708 Custodian Position due to her Conviction History with the San Francisco Public Library. (File No. 0115-15-4) – Action Item**

Recommendation: Adopt the report and determine whether to grant Ms. Veronica Hicks request to be placed on the eligible list.

- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (11) **ADJOURNMENT**





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MINUTES Regular Meeting July 6, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Douglas S. Chan	Present
Vice President Gina M. Rocanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present

President Douglas S. Chan presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 15, 2015

Action: Adopted the minutes. (Vote of 3 to 0; Commissioner Favetti
recused herself since she was not present at the last meeting.)

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

ANNOUNCEMENTS (Item No. 4)

Assistant Executive Officer Sandra Eng announced that the Civil Service Commission received a request from SEJU, Local 1021 to appeal PSC #49137-14/15 (Item # 7 from the Ratification Agenda). Ms. Eng explained that although the appeal was untimely, staff included the appeal and additional information in the meeting materials for the Commissioners' consideration.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Human Resources Director Micki Callahan made two (2) announcements. First, Ms. Callahan announced that the Department of Human Resources (DHR) has a list of City approved vendors to conduct high level recruitments typically for exempt positions. Recently, DHR partnered with the Ethics Commission to assist them with their recruitment needs. Ms. Callahan wanted the Commission to be aware of that service offered to departments.

Secondly, DHR is revising the IT hiring project for online testing to address departments' concern of not having an adequate recruitment pool. The format will remain the same, however DHR plans to move from position based testing to classification based testing for continuous recruitment and use special conditions to filter applicants.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Assistant Executive Officer Sandra Eng advised that staff will be providing the 2014-2015 Year End Report (Performance Measure Summary) and a draft of the Annual Report at the 2nd meeting of August.

RATIFICATION AGENDA**0226-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47437-14/15	Assessor/Recorder	\$500,000	The proposed work is for a short-term project for high-volume imaging or conversion of real property assessment files and records—for approximately 205,000 parcels—from paper to digital format and upload into a new electronic document management system. The work will be to prepare the files, scan each page to a high quality level (including enhancing documents with pencil and hand-written markings), index each document accurately to the appropriate document indexes, provide quality control, and separate and assemble appropriate documents for off-site storage, archiving or destruction. For the 205,000 parcels, there will be approximately 650,000 documents, made up of an estimated 3 million pages. These files include documents received by the Office of the Assessor from 1937 to the current year.	Regular	8/1/2020

Civil Service Commission Meeting Minutes

Regular Meeting of July 6, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43808-14/15	General Services Agency-Public Works	\$7,500,000	Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.	Regular	12/31/2020
41575-14/15	Municipal Transportation Agency	\$2,000,000	The contractor will provide a comprehensive environmental review with a focus on transportation impacts for the San Francisco Municipal Transportation Agency (SFMTA) 6th Street Pedestrian Safety Project (6th St. Project), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) as required.	Regular	7/31/2019
40942-14/15	Public Health	\$1,042,000	Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	Regular	12/31/2016
49137-14/15	Public Health	\$18,000,000	Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.	Regular	12/31/2017
4057-11/12	Airport Commission	Current Approved Amount \$6,000,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$7,500,000	As part of the Airport's 5-year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required. The as-needed project support services have provided services to many of the Airport's capital improvement plan (CIP) projects.	Modification	6/30/2019
39332-13/14	Human Resources - HRD	Current Approved Amount \$99,000 Increase Amount Requested \$70,000 New Total Amount Requested \$169,000	The Contractor will provide advisory services, so the Department of Human Resources (DHR) can publish and evaluate solicitations in compliance with City requirements.	Modification	6/30/2017

Civil Service Commission Meeting Minutes

Regular Meeting of July 6, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-13/14	Municipal Transportation Agency	Current Approved Amount \$449,000 Increase Amount Requested \$0 New Total Amount Requested \$449,000	The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paving Co., Inc. v. Washington State Department of Transportation.	Modification	10/31/2015
4007-11/12	Public Utilities Commission	Current Approved Amount \$2,300,000 Increase Amount Requested \$1,964,580 New Total Amount Requested \$4,264,580	Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing Conceptual Engineering Report and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.	Modification	10/30/2018
4141-11/12	Public Utilities Commission	Current Approved Amount \$9,000,000 Increase Amount Requested \$0 New Total Amount Requested \$9,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.	Modification	12/31/2021
4001-12/13	Public Health	Current Approved Amount \$65,000 Increase Amount Requested \$105,000 New Total Amount Requested \$170,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State from one sample month to all year. This software will save staff time and ensure more accurate submissions to the State, to ensure as much administrative time as possible is claimed for reimbursement.	Modification	6/30/2018
4137-12/13	Public Health	Current Approved Amount \$175,000 Increase Amount Requested \$2,781,800 New Total Amount Requested \$2,956,800	Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AITC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; financial responsibility information; provide utilization and claims reports, and reconcile claims and payments. NOTE: The amount of the requested PSC is the Department's best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenue, not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown.	Modification	12/31/2021

Speakers:

Ron Weigelt and Willie Ramirez from the Department of Public Health spoke on PSC #49137-14/15.

Joe Brenner, Norlissa Cooper and Sandeep Lal from SEIU, Local 1021 spoke on PSC #49137-14/15.

Jacquie Hale, Anne Okubo and David Steer from the Department of Public Health spoke on PSC #4137-12/13.

Cont. 0226-15-8

- Action:**
- 1) Conditionally approved PSC #49137-14/15 with the proviso that the Department of Public Health (DPH) continues discussions with SEIU, Local 1021 and confirm their joint commitment of lowering registry use. In addition, DPH will provide a status report in one (1) year. (Vote of 4 to 0)
 - 2) Approved the request for all remaining PSCs (PSC numbers 47437-14/15, 43808-14/15, 41575-14/15, 40942-14/15, 4057-11/12, 39332-13/14, 4030-13/14, 4007-11/12, 4141-11/12, 4001-12/13 and 4137-12/13). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

REGULAR AGENDA

0227-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 13701-14/15 from the Arts Commission – Omit Positing. (Item No. 8)

Speakers: Jill Manton, Arts Commission

Action: Adopted the report. Approved the request for proposed Personal Services Contract Number 13701-14/15; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0115-15-4 Appeal by Veronica Hicks of the Rejection of her Application for the 2708 Custodian Position due to her Conviction History with the San Francisco Public Library. (Item No. 9)

Speakers: Susan Gard, Department of Human Resources

Action: Adopted the staff report and accepted the recommendation to place Veronica Hicks on the current 2708 Custodian eligible list (CBT-2708-900696) based on her previous score. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

Commissioner Favetti requested staff to prepare a commendation for former President, Dennis E. Normandy.

ADJOURNMENT (Item No. 11)

2:59 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

DOUGLAS S. CHAN
PRESIDENT

July 9, 2015

GINA M. ROCCANOVA
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

KATE FAVETTI
COMMISSIONER

SUBJECT: PROPOSED AMENDMENT TO CIVIL SERVICE RULE SERIES
011 – VETERANS PREFERENCE IN EXAMINATIONS.

SCOTT R. HELDFOND
COMMISSIONER


The above matter will be considered by the Civil Service Commission at a meeting to be held on July 20, 2015 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, July 15, 2015. If you would like a copy of the Executive Officer's staff report on the above-captioned matter emailed to you in advance of July 15th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION


MICHAEL BROWN
Executive Officer

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Cc: Micki Callahan, Department of Human Resources
Commission File
Commissioners' Binder
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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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1. Opening summary of case (brief overview);
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting July 20, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
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AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 20, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Rocanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE
CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of July 6, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0240-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40995-14/15	Public Health	\$600,000	Contractor will provide evaluation services for this federally-funded initiative which will develop an infrastructure to develop, promote and maintain a trauma-informed system of care across seven Bay Area counties. A center will be developed to provide a clearinghouse of information on trauma-informed systems and structures, review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth. This contract is for an external evaluator, who will develop a local, seven-county evaluation plan and implement a mandated federal evaluation plan to track outputs, outcomes and process for this pilot project over the four years of funding. The contracted agency will also play a key role in Continuous Quality Improvement by data sharing with federal and local partners.	Regular	9/30/2018
42659-14/15	Public Health	\$750,000	Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.	Regular	6/30/2020
47317-14/15	Public Health	\$2,400,000	Contractor will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven counties in the Bay Area. The contracted agency will develop a center to provide a clearinghouse of information on trauma-informed systems and structures; review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.	Regular	9/30/2019
48152-14/15	Public Utilities Commission	\$2,000,000	Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD)-operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan	Regular	12/1/2022

Civil Service Commission Meeting Agenda

Regular Meeting of July 20, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47035-14/15	Public Utilities Commission	\$4,500,000	Specialized engineering analysis and retrofit design for the Early Intake Dam Improvement Project, including: dam analysis and design, geotechnical testing and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design, and engineering support services during construction. The Early Intake Dam is part of the Hetch Hetchy regional water system, located on the Tuolumne River, approximately 10 miles downstream of Hetch Hetchy Reservoir.	Regular	10/1/2022
41561-14/15	Public Utilities Commission	\$21,000,000	The San Francisco Public Utilities Commission (SFPUC) has initiated an extensive Capital Improvement Program for the Hetch Hetchy Water and Power (HHWP) Enterprise to improve reliability of its water, power, and joint water/power facilities. This work consists of engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Mokelumne, CA.	Regular	1/31/2027
4019-12/13	Airport Commission	Current Approved Amount \$225,000 Increase Amount Requested \$25,000 New Total Amount Requested \$250,000	Design/construction svcs necessary for the Design-Build (DB) Terminal 3 (T3) Improvement Projects. DB T3 Project will provide a building expansion to expand the Tran. Sec. Admin. (TSA) security screening checkpoint, improve circulation, meet the latest security requirements & improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, & airline/concessions shell space, all with new finishes, furniture, fixtures & equipment. Scope of work will include new Art Enrichment; Concessions; terminal seismic upgrade; utilities; Visual/Audible Paging System; Static/Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control & close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified	Modification	12/31/2017
4021-12/13	Airport Commission	Current Approved Amount \$500,000 Increase Amount Requested \$800,000 New Total Amount Requested \$1,300,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting, thereby, streamlining communications and productivity throughout the contract management life cycle. [See attachment for the rest of Question 1A.]	Modification	12/31/2019
31308-13/14	Juvenile Probation	Current Approved Amount \$150,000 Increase Amount Requested \$140,000 New Total Amount Requested \$290,000	The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.	Modification	4/30/2017
4058-13/14	Municipal Transportation Agency	Current Approved Amount \$200,000 Increase Amount Requested \$0 New Total Amount Requested \$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	Modification	12/31/2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49011-13/14	Municipal Transportation Agency	Current Approved Amount \$2,700,000 Increase Amount Requested \$1,800,000 New Total Amount Requested \$4,500,000	The contractor will provide comprehensive drug and alcohol testing services for taxicab drivers in compliance with the Department of Transportation (DOT) and non-DOT Drug and Alcohol Testing Regulations. The contractor will provide an off-site facility to collect urine and breath samples to conduct pre-employment, post-accident, reasonable suspicion, and random testing for taxicab drivers in accordance with Federal and State regulations. California's Government Code section 53075.5 requires a drug and alcohol testing program for taxicab drivers to be substantially consistent with testing requirements of the Federal Code of Regulations, Title 49, Part 40 and Part 382.	Modification	05/31/2020
4124-09/10	Public Utilities Commission	Current Approved Amount \$3,700,000 Increase Amount Requested \$2,500,000 New Total Amount Requested \$6,200,000	Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.	Modification	12/01/2019

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Department of Technology's Quarterly Report in Compliance with the Commission's Conditional Approval for Personal Services Contract #4070-09/10. (File No. 0242 -15-8) – Action Item

April 20, 2015: Accepted the report with the understanding that Commissioner Heldfond may have additional questions.

Recommendation: Accept the Quarterly Report for proposed Personal Services Contract Number 4070-09/10.

- (9) **Review of Request for Approval of Proposed Personal Services Contract Number 49384-14/15 from the Department of Public Health. (File No. 0243 -15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49384-14/15	Public Health	\$1,000,000	Contractor will implement a Peer-to-Peer and Family-to-Family Training Program based on Mental Health Services Act (MHSA) principles. This contract recruits peers to help fellow peers successfully navigate the mental health system and recover from mental illness. Families are also recruited to help other families develop coping skills and adapt to the stresses of living with a family member who has a mental illness. The contractor will develop a curriculum to be taught by peer and families that includes lectures, interactive exercises, structured groups, a library of community resources, continuing support after classes and follow-up evaluation procedures. The contractor will solicit participants for the contract from multiple civil service mental health and community based clinics. (Continued on attachment 1)	Regular	6/30/2020

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 49384-14/15; Notify the Office of the Controller and the Office of Contract Administration.

- (10) **Request for Status Grant of Temporary Civil Service Employee, Vera Pifer in Class 2520 with the Department of Public Health. (File No. 0241 -15-1) – Action Item**

Recommendation: The Department of Public Health respectfully requests that the Civil Service Commission grant Permanent Civil Service (PSC) status to Vera Pifer in Class 2520 Morgue Attendant, subject to the prescribed probationary period from her PSC appointment date.

- (11) **Proposed Amendment to Civil Service Rule Series 011 Examinations – Veterans Preference in Examinations. (File No. 0244-15-5) – Action Item**

Recommendation: Accept the Executive Officer's report; direct the Executive Officer to post the proposed rule revisions for meet and discuss with interested stakeholders.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting July 20, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Excused Absence

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of July 20, 2015

Action Adopted the minutes. (Vote of 3 o 0)

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown announced that on the Ratification Agenda (Item #7) there was a typographical error. On the Department of Human Resources' Personal Services Contract Modification header the date should have stated July 20, 2015 and not July 2, 2015.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Human Resources Director Micki Callahan announced that the Civil Grand Jury has issued a new report, "Unfinished Business: A Continuity Report on the 2011-12 Report, Déjà vu All Over Again."

One of the issues raised is the difficulty of filling IT positions due to its competitive market in the City. The report suggests revising the Charter to make IT personnel "at will" to help speed up the hiring process. The Department of Human Resources will forward a copy of the report to the Commission.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown announced for the month of July there is one (1) appeal that has been administratively resolved. The Municipal Transportation Agency is making a onetime exception of allowing the applicant to resubmit their employment application despite initially submitting an incorrect application.

Mr. Brown also announced that the Leave of Absence Rule changes were heard at the Government Oversight Committee on July 9, 2015. The Board of Supervisors approved the amendments on July 14, 2015.

RATIFICATION AGENDA**0240-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

FSC#	Department	Amount	Type of Service	Type of Approval	Duration
40995-14/15	Public Health	\$600,000	Contractor will provide evaluation services for this federally-funded initiative which will develop an infrastructure to develop, promote and maintain a trauma-informed system of care across seven Bay Area counties. A center will be developed to provide a clearinghouse of information on trauma-informed systems and structures, review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth. This contract is for an external evaluator, who will develop a local, seven-county evaluation plan and implement a mandated federal evaluation plan to track outputs, outcomes and process for this pilot project over the four years of funding. The contracted agency will also play a key role in Continuous Quality Improvement by data sharing with federal and local partners.	Regular	9/30/2018

Civil Service Commission Meeting Minutes

Regular Meeting of July 20, 2015

42659-14/15	Public Health	\$750,000	Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.	Regular	6/30/2020
47317-14/15	Public Health	\$2,400,000	Contractor will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven counties in the Bay Area. The contracted agency will develop a center to provide a clearinghouse of information on trauma-informed systems and structures; review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.	Regular	9/30/2019
48152-14/15	Public Utilities Commission	\$2,000,000	Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD)-operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan.	Regular	12/1/2022
47035-14/15	Public Utilities Commission	\$4,500,000	Specialized engineering analysis and retrofit design for the Early Intake Dam Improvement Project, including dam analysis and design, geotechnical testing and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design, and engineering support services during construction. The Early Intake Dam is part of the Hetch Hetchy regional water system, located on the Tuolumne River, approximately 10 miles downstream of Hetch Hetchy Reservoir.	Regular	10/1/2022
41561-14/15	Public Utilities Commission	\$21,000,000	The San Francisco Public Utilities Commission (SFPUC) has initiated an extensive Capital Improvement Program for the Hetch Hetchy Water and Power (HHTWP) Enterprise to improve reliability of its water, power, and joint water/power facilities. This work consists of engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Mokelumne, CA.	Regular	1/31/2027
4019-12/13	Airport Commission	Current Approved Amount \$225,000 Increase Amount Requested \$25,000 New Total Amount Requested \$250,000	Design/construction svcs necessary for the Design-Build (DB) Terminal 3 (T3) Improvement Projects. DB T3 Project will provide a building expansion to expand the Tran. Sec. Admin. (TSA) security screening checkpoint, improve circulation, meet the latest security requirements & improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, & airline/concessions shell space, all with new finishes, furniture, fixtures & equipment. Scope of work will include new Art Enrichment; Concessions; terminal seismic upgrade; utilities, Visual/Audible Paging System; Static/Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure: new Access Control & close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	Modification	12/31/2017

Civil Service Commission Meeting Minutes

Regular Meeting of July 20, 2015

4021-12/13	Airport Commission	Current Approved Amount \$500,000 Increase Amount Requested \$800,000 New Total Amount Requested \$1,300,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. [See attachment for the rest of Question 1A.]	Modification	12/31/2019
31308-13/14	Juvenile Probation	Current Approved Amount \$150,000 Increase Amount Requested \$140,000 New Total Amount Requested \$290,000	The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.	Modification	4/30/2017
4058-13/14	Municipal Transportation Agency	Current Approved Amount \$200,000 Increase Amount Requested \$0 New Total Amount Requested \$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	Modification	12/31/2015
49011-13/14	Municipal Transportation Agency	Current Approved Amount \$2,700,000 Increase Amount Requested \$1,800,000 New Total Amount Requested \$4,500,000	The contractor will provide comprehensive drug and alcohol testing services for taxicab drivers in compliance with the Department of Transportation (DOT) and non-DOT Drug and Alcohol Testing Regulations. The contractor will provide an off-site facility to collect urine and breath samples to conduct pre-employment, post-accident, reasonable suspicion, and random testing for taxicab drivers in accordance with Federal and State regulations. California's Government Code section 53075.5 requires a drug and alcohol testing program for taxicab drivers to be substantially consistent with testing requirements of the Federal Code of Regulations, Title 49, Part 40 and Part 382.	Modification	05/31/2020
4124-09/10	Public Utilities Commission	Current Approved Amount \$3,700,000 Increase Amount Requested \$2,500,000 New Total Amount Requested \$6,200,000	Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.	Modification	12/01/2019

Speakers: Tod Kyger from the Public Utilities Commission spoke on PSC #48152-14/15.

Action: 1) Approved PSC #48152-14/15 with the condition that the Public Utilities Commission clarifies with the Executive Officer why the contract was not simply extended for one (1) year (to avoid redundancy). (Vote of 3 to 0)

2) Approved the request for all remaining PSCs (PSC numbers 40995-14/15, 42659-14/15, 47317-14/15, 47035-14/15, 41561-14/15, 4019-12/13, 4021-12/13, 31308-13/14, 4058-13/14, 49011-13/14, and 4124-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

REGULAR AGENDA**0242 -15-8 Department of Technology's Quarterly Report in Compliance with the Commission's Conditional Approval for Personal Services Contract #4070-09/10. (Item No. 8)**

April 20, 2015: Accepted the report with the understanding that Commissioner Heldfond may have additional questions.

Speakers: Jolie Gines, Department of Technology

Action: Accepted the Quarterly Report for proposed Personal Services Contract Number 4070-09/10. (Vote of 3 to 0)

0243-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 49384-14/15 from the Department of Public Health. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49384-14/15	Public Health	\$1,000,000	Contractor will implement a Peer-to-Peer and Family-to-Family Training Program based on Mental Health Services Act (MHSA) principles. This contract recruits peers to help fellow peers successfully navigate the mental health system and recover from mental illness. Families are also recruited to help other families develop coping skills and adapt to the stresses of living with a family member who has a mental illness. The contractor will develop a curriculum to be taught by peer and families that includes lectures, interactive exercises, structured groups, a library of community resources, continuing support after classes and follow-up evaluation procedures. The contractor will solicit participants for the contract from multiple civil service mental health and community based clinics. (Continued on attachment 1)	Regular	6/30/2020

Speakers: Jacquie Hale, Department of Public Health
Emma Gerould, SEIU Local 1021
Joe Brenner, SEIU Local 1021

Action: Granted SEIU, Local 1021's appeal in part; with the condition that the contract duration is reduced to two (2) years until 2017. In addition, the Department of Public Health will provide an annual report in 2016 and will continue discussions with SEIU, Local 1021. Notified the Office of the Controller and the Office of Contract Administration.
(Vote of 3 to 0)

0241-15-1 Request for Status Grant of Temporary Civil Service Employee, Vera Pifer in Class 2520 with the Department of Public Health. (Item No. 10)

Speakers: Karen Hill, Department of Public Health

Action: Adopted the report. Granted Permanent Civil Service (PSC) status to Vera Pifer in Class 2520 Morgue Attendant. (Vote of 3 to 0)

0244-15-5 Proposed Amendment to Civil Service Rule Series 011 Examinations – Veterans Preference in Examinations. (Item No. 11)

Speakers: Michael Brown, Executive Officer
Sandra Eng, Assistant Executive Officer

Action: Accepted the Executive Officer's report; directed the Executive Officer to post the proposed rule revisions for meet and discuss with interested stakeholders. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

2:41 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting August 3, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsuprvr/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 3, 2015
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Douglas S. Chan
Vice President Gina M. Rocanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES** - Action Item

Regular Meeting of July 20, 2015

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

(6) **EXECUTIVE OFFICER'S REPORT**

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0256-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45288-14/15	Public Utilities Commission	\$300,000	The SFPUC proposes to implement a capture and removal program to control feral pig populations on SFPUC watersheds in Alameda, Santa Clara, and San Mateo Counties and thus reduce the associated resource damage and threats to source water quality. Work would include: evaluating existing conditions and document areas of high, moderate and limited swine populations and use within the designated lands; completing an initial assessment and identify the use areas on SFPUC-provided maps; developing a written time schedule for addressing each area; installing, pre-baiting, baiting, setting, cleaning and moving traps of suitable material, size and quality; indicating trap locations on SFPUC-provided maps and updating maps; maintaining records for each animal captured on SFPUC-supplied forms; complying with all terms of the MOU issued by the California Department of Fish and Wildlife (CDFW); and preparing an annual report for submission to the CDFW and the SFPUC. These lands include five water supply reservoirs, specifically San Antonio and Calaveras in the East Bay and Crystal Springs, San Andreas and Pilarcitos.	Regular	6/28/2020
44397-14/15	Public Utilities Commission	\$2,000,000	The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.	Regular	10/1/2018
41540-14/15	Public Utilities Commission	\$2,500,000	The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam. TASK #2 - DRUM GATE REHABILITATION The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway. TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.	Regular	11/30/2019

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42834-14/15	General Services Agency	\$4,000,000	Provide specialized Inspector of Record (IOR) services for hospital projects on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHPD) – a State Agency, Inspectors of Record for hospital projects must be certified by OSHPD. The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. We intend to award two contracts at \$2,000,000 each.	Regular	11/30/2020
4023-12/13	City Planning	Current Approved Amount \$2,200,000 Increase Amount Requested \$3,000,000 New Total Amount Requested \$5,200,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMa Streetscape Plan, Health Care Services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Modification	03/31/201
41209-13/14	Sheriff	Current Approved Amount \$98,490 Increase Amount Requested \$301,510 New Total Amount Requested \$400,000	Create technical requirements for inmate phone system Request for Proposal. Reconcile phone records to validate charges to inmates, revenue calculations, and commission paid to department. Monitor and resolve service calls and inmate grievances.	Modification	7/31/201

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

(8) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (File No. 0247-15-3) – Action Item

Recommendation: Adopt the Report; Transmit Rates to the Retirement System in Accordance with Charter Section A8.590-1-A8.590-7; Provide report to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of Request for Approval of Proposed Personal Services Contract Number 43868-14/15 from the Department of Public Health. (File No. 0255-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43868-14/15	Public Health	\$7,560,000	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management, psychological testing, as well as consultation and outreach.	Regular	6/30/2020

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 43868-14/15; Notify the Office of the Controller and the Office of Contract Administration.

- (10) **Appeal by Maureen Foley of the Human Resources Director's Determination of Insufficient Evidence to Sustain her Complaint of Retaliation, EEO File No. 1823. (File No. 0188-15-6) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director and deny the appeal by Maureen Foley.

SEPARATIONS AGENDA

- (11) **Request from Onorio Antonucci for Reconsideration to Lift his Future Employment Restrictions with the Recreation and Park Department. (File No. 0238-15-7) – Action Item**

July 21, 2014: Adopted the report; Denied the appeal by Onorio Antonucci. Imposed a restriction on Mr. Antonucci's future employment for all positions requiring Department of Transportation (DOT) testing with the proviso that the Civil Service Commission in its discretion may lift the restriction after one year upon a finding that Mr. Antonucci is eligible for rehire. (Vote of 5 to 0)

Recommendation: Review of Mr. Antonucci's employment history and additional information provided to the Civil Service Commission; and grant his request to lift his future employment restrictions.

- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MINUTES Regular Meeting August 3, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

MICHAEL L. BROWN
EXECUTIVE OFFICER

ROLL CALL (Item No. 1)

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present

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President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Josh Davidson, SEIU, Local 1021, Chapter President, San Francisco Unified School District (SFUSD) wanted to provide an update on the issues presented to the commission last year in regards to SFUSD's Student Nutrition Department. They have been collectively working with the District HR on the test development to hire employees for the FY 16-17 school year. He requested the City expeditiously review their recommendations so they can move forward quickly. Despite the loss of experienced personnel analysts to the City due to salary disparity, he asked that the City give consideration to completing this testing process first before depleting their SFUSD experienced staff. In addition, he would like to see the City HR meet with SFUSD HR, which meant they get all their information "second hand". Lastly, SFUSD has 170 temporary exempt 1424 and 1426 employees and the Union may seek resolution before the next Commission meeting.

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of July 20, 2015

Action: Adopted the minutes. (Vote of 3 to 0; Commissioner Heldfond did not vote on the item, due to his excused absence from the July 20, 2015 CSC meeting.

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown announced that he has met with the San Francisco Airport to discuss merit system issues they are experiencing and to open the line of communication to discuss future issues. He plans to meet with other large City departments such as, San Francisco Municipal Transportation Agency, Human Services Agency, Department of Public Health and Public Utilities Commission to hear their concerns and identify ways to better assist them. He will be reporting back to the Commission regarding his findings later this year.

Executive Officer Michael Brown reported that there were no inquiries or attendees at the scheduled meetings to discuss the Veteran Preference Point rule proposed amendments. As a follow-up, he will provide the commission a staff report for the next meeting.

0256-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45288-14/15	Public Utilities Commission	\$300,000	The SFPUC proposes to implement a capture and removal program to control feral pig populations on SFPUC watersheds in Alameda, Santa Clara, and San Mateo Counties and thus reduce the associated resource damage and threats to source water quality. Work would include: evaluating existing conditions and document areas of high, moderate and limited swine populations and use within the designated lands; completing an initial assessment and identify the use areas on SFPUC-provided maps; developing a written time schedule for addressing each area; installing, pre-baiting, baiting, setting, cleaning and moving traps of suitable material, size and quality; indicating trap locations on SFPUC-provided maps and updating maps; maintaining records for each animal captured on SFPUC-supplied forms; complying with all terms of the MOU issued by the California Department of Fish and Wildlife (CDFW); and preparing an annual report for submission to the CDFW and the SFPUC. These lands include five water supply reservoirs, specifically San Antonio and Calaveras in the East Bay and Crystal Springs, San Andreas and Pilarcitos.	Regular	6/28/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44397-14/15	Public Utilities Commission	\$2,000,000	The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.	Regular	10/1/2018
41540-14/15	Public Utilities Commission	\$2,500,000	The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam. TASK #2 - DRUM GATE REHABILITATION The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway. TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.	Regular	11/30/2019
42834-14/15	General Services Agency	\$4,000,000	Provide specialized Inspector of Record (IOR) services for hospital projects on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHDP) – a State Agency, Inspectors of Record for hospital projects must be certified by OSHDP. The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHDP to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHDP-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHDP, the IOR observes and reports the results of each inspection to all responsible parties. We intend to award two contracts at \$2,000,000 each.	Regular	11/30/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-12/13	City Planning	Current Approved Amount \$2,200,000 Increase Amount Requested \$3,000,000 New Total Amount Requested \$5,200,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMa Streetscape Plan, Health Care Services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified are as follows; 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	Modification	03/31/2017
41209-13/14	Sheriff	Current Approved Amount \$98,490 Increase Amount Requested \$301,510 New Total Amount Requested \$400,000	Create technical requirements for inmate phone system Request for Proposal. Reconcile phone records to validate charges to inmates, revenue calculations, and commission paid to department. Monitor and resolve service calls and inmate grievances.	Modification	7/31/2020

Speakers: None.

Action: Approved the request for all Personal Services Contracts. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0247-15-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (File No. 0247-15-3) – Action Item

Speakers: None.

Action: Adopted the Report; Transmitted Rates to the Retirement System in Accordance with Charter Section A8.590-1-A8.590-7; Provided report to the Board of Supervisors. (Vote of 4 to 0)

0255-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 43868-14/15 from the Department of Public Health. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43868-14/15	Public Health	\$7,560,000	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Services (HISA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HISA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management, psychological testing, as well as consultation and outreach.	Regular	6/30/2020

Disclosure: Commissioner Roccanova recused herself due to her participation in bargaining with SEIU, Local 1021. (Vote of 3 to 0)

Speakers: Jacquie Hale, Department of Public Health
Thomas Neill, Human Services Agency
Terry Meadows, SEIU, Local 1021
Joe Brenner, SEIU, Local 1021

Action: Continued PSC #43868-14/15 to the next Commission Meeting of August 17, 2015 to allow the Department of Public Health and SEIU, Local 1021 to craft an agreeable solution. (Vote of 3 to 0)

0188-15-6 Appeal by Maureen Foley of the Human Resources Director's Determination of Insufficient Evidence to Sustain her Complaint of Retaliation, EEO File No. 1823. (Item No. 10)

Speakers: Erin Levy, Department of Human Resources
Linda Simon, Department of Human Resources
Luenna Kim, Human Services Agency
Maureen Foley, Appellant
Sin Yee Poon, SEIU, Local 1021

Action: Adopted the report. Sustained the decision of the Human Resources Director and denied the appeal by Maureen Foley. (Vote of 4 to 0)

0238-15-7 Request from Onorio Antonucci for Reconsideration to Lift his Future Employment Restrictions with the Recreation and Park Department. (Item No. 11)

July 21, 2014: Adopted the report; Denied the appeal by Onorio Antonucci. Imposed a restriction on Mr. Antonucci's future employment for all positions requiring Department of Transportation (DOT) testing with the proviso that the Civil Service Commission in its discretion may lift the restriction after one year upon a finding that Mr. Antonucci is eligible for rehire. (Vote of 5 to 0)

Speakers: Kin Gee, Recreation and Park Department
Onorio Antonucci, Appellant

Action: Reviewed of Mr. Antonucci's employment history and additional information provided to the Civil Service Commission; and granted his request to lift his future employment restrictions. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Executive Officer Michael Brown relayed concerns during public comment made by Josh Davidson to Human Resources Director Micki Callahan regarding the SFUSD. Ms. Callahan will be including SFUSD HR professionals in future trainings. In addition, Mr. Brown will be inviting representatives from the SFUSD to the Commission's COPAR meetings which meets the second Friday of each month. Ms. Callahan also noted that she will be looking into the issues raised regarding the 1424 and 1426 classifications.

ADJOURNMENT (Item No. 13)

3:15 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

GOVERNMENT
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August 6, 2015

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: RECOMMENDATION TO ADOPT PROPOSED
AMENDMENT TO CIVIL SERVICE RULE SERIES 011 -
VETERANS PREFERENCE IN EXAMINATIONS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on August 17, 2015 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, August 12, 2015. If you would like a copy of the Executive Officer's staff report on the above-captioned matter emailed to you in advance of August 12th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

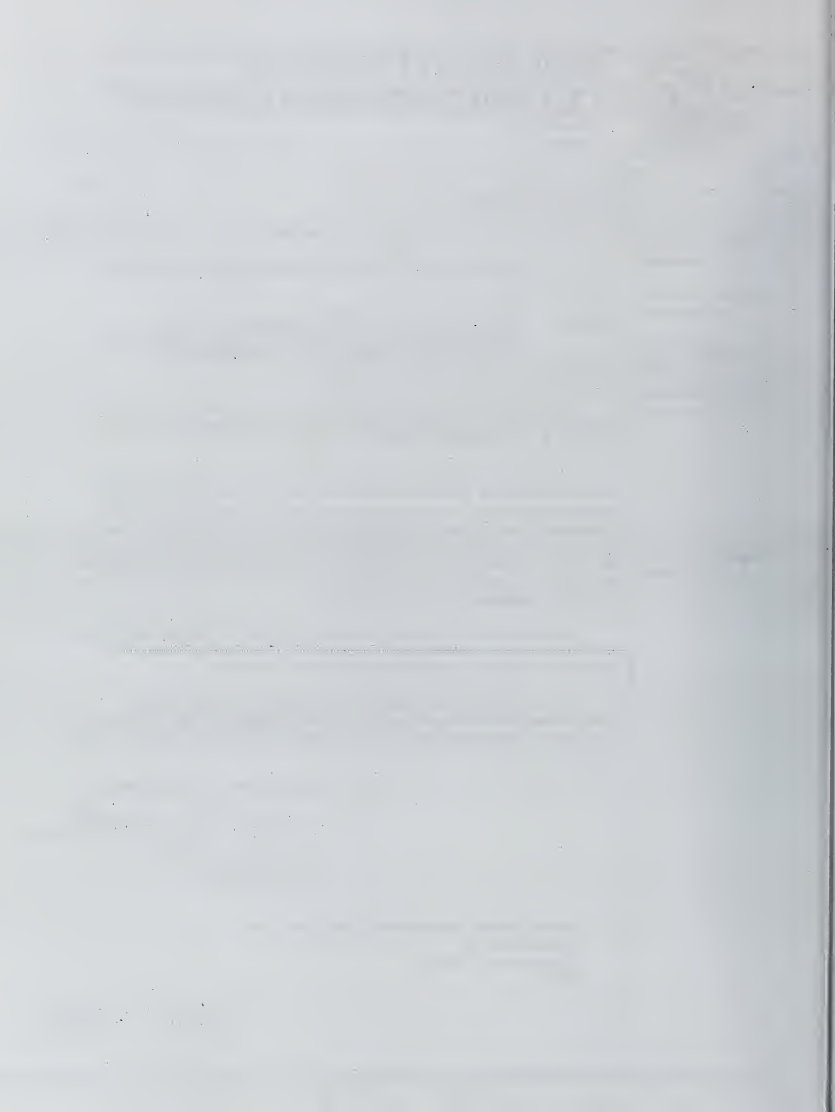
All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Cc: Micki Callahan, Department of Human Resources
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 23





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

July 24, 2015

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

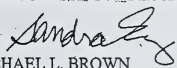
SUBJECT: PROPOSED AMENDMENT TO CIVIL SERVICE RULE
SERIES 011 – VETERANS PREFERENCE IN
EXAMINATIONS.

At its meeting of July 20, 2015 the Civil Service Commission had for its consideration the above matter.

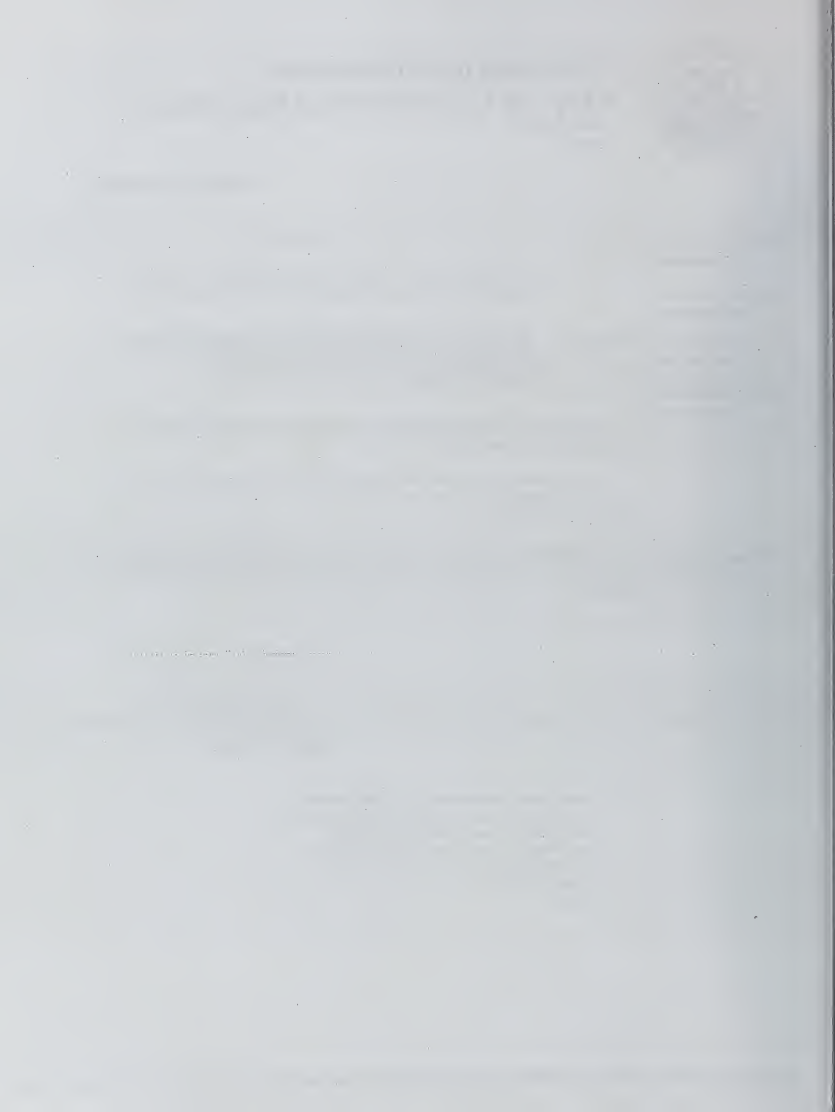
The Commission accepted the Executive Officer's report; directed the Executive Officer to post the proposed rule revisions for meet and discuss with interested stakeholders.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


MICHAEL L. BROWN FOR
Executive Officer

Cc: Susan Gard, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Karen Hill, Department of Public Health
Ron Weigelt, Department of Public Health
Vera Pifer, Department of Public Health
Commission File
Chron





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

DOUGLAS S. CHAN
PRESIDENT

July 9, 2015

GINA M. ROCCANOVA
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

KATE FAVETTI
COMMISSIONER

SUBJECT: PROPOSED AMENDMENT TO CIVIL SERVICE RULE SERIES
011 – VETERANS PREFERENCE IN EXAMINATIONS.

SCOTT R. HELDFOND
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on July 20, 2015 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

MICHAEL L. BROWN
EXECUTIVE OFFICER

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, July 15, 2015. If you would like a copy of the Executive Officer's staff report on the above-captioned matter emailed to you in advance of July 15th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

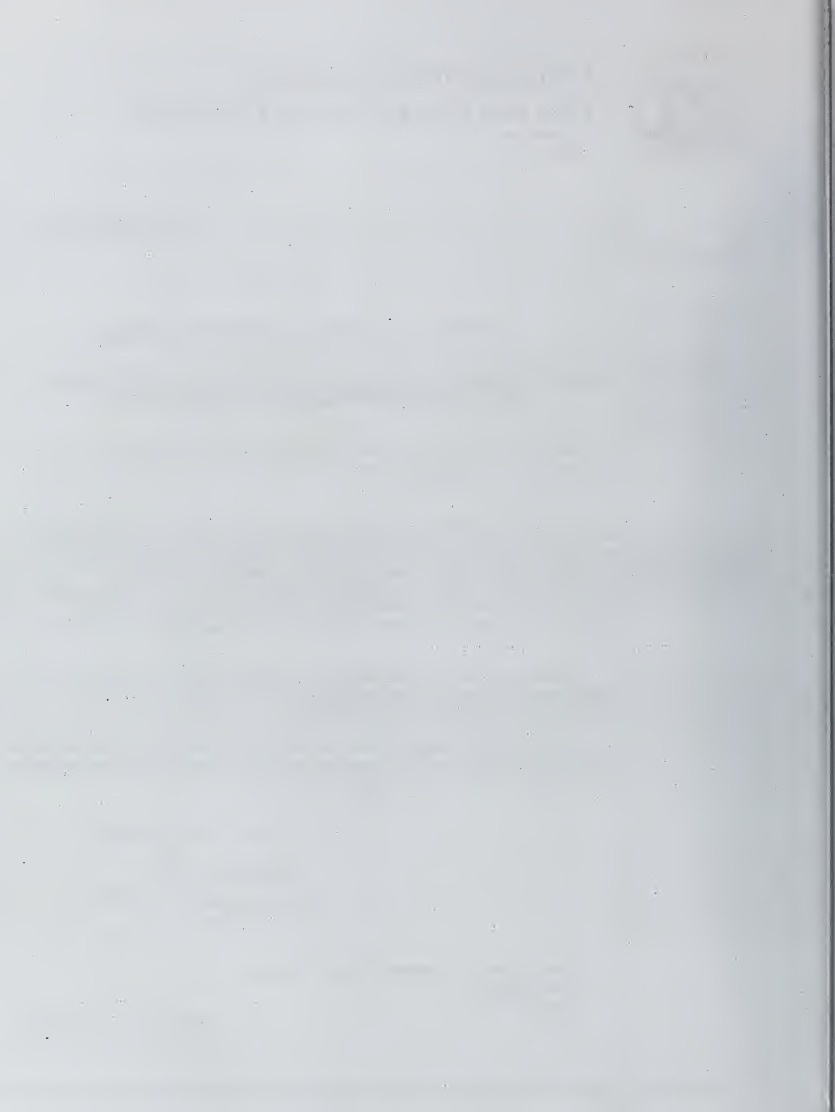
All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION


MICHAEL BROWN FOR
Executive Officer

Cc: Micki Callahan, Department of Human Resources
Commission File
Commissioners' Binder
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THIS DOCUMENT SUPPORTS
CALENDAR ITEM 11



Staff Report





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: August 17, 2015

To: Civil Service Commission

From: Michael L. Brown
Executive Officer

Subject: **Proposed Amendments to Civil Service Commission Rule
011 Series – Veterans Preference**

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

The Civil Service Commission at its regular meeting of July 20, 2015 acted to post proposed amendments to Rule Series 011 – Veterans Preference. A notice of posting was issued on July 22, 2015 notifying all Department Heads, Departmental Personnel Officers, and Employee Organization Representatives of the proposed amendments.

MICHAEL L. BROWN
EXECUTIVE OFFICER

The proposed Rule amendments will update the definition of a veteran to comply with the California Government Code 18973, (effective January 1, 2014), and also expand preference points to spouses or domestic partners of 100% disabled veterans with a permanent service connected disability declared by the United States Veterans Administration. The proposed amendments would allow a spouse or domestic partner of a 100% disabled veteran who is not deceased to receive a disability credit of ten percent (10%) of a qualifying score on an entrance examination.

Stakeholders were provided the opportunity to meet and discuss the proposed revisions. There were no requests to meet.

Therefore, it is recommended that the proposed rule amendments be adopted. Attached are the proposed amendments for your reference.

Recommendation: **Adopt as posted.**

Respectfully submitted,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Michael L. Brown".

MICHAEL L. BROWN
Executive Officer

Attachment





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM
CSC No. 2015 – 10

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

Date: July 22, 2015

To: Department Heads
Departmental Personnel Officers
Employee Organization Representatives

From: Michael L. Brown
Executive Officer

Subject: Notice of Posting: Proposed Amendments to Civil Service
Commission Rules Applicable to All Employees – Rule Series 011
– Veterans Preference.

MICHAEL L. BROWN
EXECUTIVE OFFICER

The Civil Service Commission acted on July 20, 2015 to post proposed amendments to Civil Service Commission Rules – Rule 11 Series – Veterans Preference for meet and discuss.

The proposed Rule revision will update the definition of veteran to comply with the California Government Code 18973, effective January 1, 2014 and also expand preference points to spouses or domestic partners of 100% disabled veterans with a permanent service connected disability declared by the United States Veterans Administration. The proposed amendment would allow a spouse or domestic partner of a 100% disabled veteran who is not deceased to receive a disability credit of ten percent (10%) of a qualifying score on an entrance examination.

Please see the attached draft amendments to Civil Service Rule Series 011, applicable to all employees. Any employee organizations or other stakeholders interested in discussing the proposed revisions are invited to attend either or both of the following scheduled meetings:

Date: Tuesday, July 28, 2015
Time: 3:00 PM – 5:00 PM

and/or

Date: Wednesday, July 29, 2015
Time: 10:00 AM – 12:00 PM

July 22, 2015

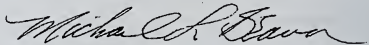
Page 2

The meetings will take place in the Civil Service Commission's Offices, located at 25 Van Ness Avenue, Suite 720. Please contact Commission staff at CivilService@sfgov.org to RSVP for either or both meetings.

Should you have any questions about the proposed amendments, or if you would like a copy of the staff report providing further explanation of the revisions, you may contact me at (415) 252-3247 or at Michael.Brown@sfgov.org.

Respectfully submitted,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Michael L. Brown", written in a cursive style.

MICHAEL L. BROWN
Executive Officer

Attachment

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Rule 111

Examinations

Article III: Veterans Preference in Examinations

Applicability: Article III, Rule 111, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments, MTA Service-Critical classes, and those represented by the Transport Workers Union, Locals 200 and 250A.

Sec. 111.36 Definition of Veteran for Purposes of Entitlement Under This Rule

111.36.1 The term "veteran" as used in this Rule shall be as defined under Cal. Gov't. Code § ~~4972~~18540.4, which at the time of amendment of this Rule stated:

~~Any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Service Training and Service Act of 1940. Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.~~

Sec. 111.37 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

- 111.37.1 For purposes of this Rule, the term "disabled veteran" shall mean any veteran as defined in Sec. 111.36, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.
- 111.37.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

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Sec. 111.38 Veterans Entitlement

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111.38.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 111.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

111.38.2 Disabled Veteran, Widow or Widower, or Domestic Partner

A disabled veteran as defined in Sec. 111.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

111.38.3 Spouse or Domestic Partner of Disabled Veteran

~~Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 111.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.~~

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111.38.4 Notice of Veteran Status

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Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

Sec. 111.39 Entitlement at Time of Separation from Active Duty

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

Rule 211

Examinations

Article IV: Veterans Preference In Examinations

Applicability: Rule 211 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

Sec. 211.18 Definition of Veteran for Purposes of Entitlement Under This Rule

For purposes of this Rule, the term "veteran" shall mean any person who has been mustered into or enlisted in any branch of the United States armed forces and who has served on active duty and who has been released from active duty under conditions other than dishonorable. Such service shall qualify an individual for veteran status under this Rule when such service shall have been for thirty (30) days or more during the period of September 16, 1940 through January 31, 1955, or after January 31, 1955, if such service shall have been for at least 181 consecutive days in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States. The definition of the term "veteran" as used in this Rule shall not include reserve service. The term "veteran" as used in this Rule shall be as defined under Cal. Gov't Code §18540.4, which at the time of amendment of this Rule stated. Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

Sec. 211.19 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

- 211.19.1 For purposes of this Rule, the term "disabled veteran" shall mean any veteran as defined in Sec. 211.17, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.
- 211.19.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 211.20 Veterans Entitlement

- 211.20.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 211.17, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score

Sec. 211.20 Veterans Entitlement (cont.)

211.20.1 Veteran, Widow or Widower, or Domestic Partner (cont.)

on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

211.20.2 Disabled Veteran, Widow or Widower, or Domestic Partner

A disabled veteran as defined in Sec. 211.18.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

211.20.3 Spouse or Domestic Partner of Disable Veteran

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Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 211.19, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

211.20.34 Notice of Veteran Status

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Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

Sec. 211.21 Entitlement at Time of Separation from Active Duty

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

Rule 311

Examinations

Article IV: Veterans Preference in Examinations

Applicability: Article IV, Rule 311 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

Sec. 311.13 Definition of Veteran for Purposes of Entitlement Under This Rule

For purposes of this Rule, the term "veteran" shall mean any person who has been mustered into or enlisted in any branch of the United States armed forces and who has served on active duty and who has been released from active duty under conditions other than dishonorable. Such service shall qualify an individual for veteran status under this Rule when such service shall have been for thirty (30) days or more during the period of September 16, 1940 through January 31, 1955, or after January 31, 1955, if such service shall have been for at least 181 consecutive days in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States. The definition of the term "veteran" as used in this Rule shall not include reserve service. The term "veteran" as used in this Rule shall be as defined under Cal. Gov't Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

Sec. 311.14 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

311.14.1 The term "veteran" as used in this Rule shall be as defined under Cal. Government Code § 18973, which at the time of amendment of this Rule stated:

Any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Service Training and Service Act of 1940. For purposes of this Rule, the term

"disabled veteran" shall mean any veteran as defined in Sec. 311.13, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.

- 311.14.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 311.15 Veterans Entitlement

311.15.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 311.13, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

311.15.2 Spouse or Domestic Partner of Disabled Veteran

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Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 311.14, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

Rule 411

Examinations

Article III: Veterans Preference in Examinations

Applicability: Article III, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Sec. 411.36 Definition of Veteran for Purposes of Entitlement Under This Rule

For purposes of this Rule, the term "veteran" shall mean any person who has been mustered into or enlisted in any branch of the United States armed forces and who has served on active duty and who has been released from active duty under conditions other than dishonorable. Such service shall qualify an individual for veteran status under this Rule when such service shall have been for thirty (30) days or more during the period of September 16, 1940 through January 31, 1955, or after January 31, 1955, if such service shall have been for at least 181 consecutive days in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States. The definition of the term "veteran" as used in this Rule shall not include reserve service. The term "veteran" as used in this Rule shall be as defined under Cal. Gov't Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

Sec. 411.37 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

411.37.1 The term "veteran" as used in this Rule shall be as defined under Cal. Government Code § 18972, which at the time of amendment of this Rule stated:

Any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Service Training and Service Act of 1940. For purposes of this Rule, the term "disabled veteran" shall mean any veteran as defined in Sec. 411.36, who

has suffered a permanent service-connected disability that is of record in the United States Administration.

Sec. 411.37 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule (cont.)

- 411.37.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 411.38 Veterans Entitlement

411.38.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 411.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

411.38.2 Disabled Veteran, Widow or Widower, or Domestic Partner

A disabled veteran as defined in Sec. 411.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

411.38.3 Spouse or Domestic Partner of Disabled Veteran

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Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined in Sec. 411.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

411.38.4 Notice of Veteran Status

Staff Report from July 20, 2015





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Date: July 20, 2015

To: Civil Service Commission

From: Michael L. Brown *MB for*
Executive Officer

Subject: Proposed Revision to Civil Service Rule Series 011 Examinations-Veterans
Preference in Examinations

Overview

The Civil Service Commission Rules currently provide the following: 1) entitles a veteran who served on active duty and been released from active duty under conditions other than dishonorable or widow, widower, and domestic partner of such deceased veteran an additional credit of five percent (5%) of the qualifying scores on an entrance eligible list; and 2) entitles a veteran with a permanent service connected disability declared by the United States Veterans Administration or widow, widower, and domestic partner of such deceased veteran an additional credit of ten percent (10%) of the qualifying score on an entrance eligible list. The Executive Officer is recommending that the Civil Service Commission ("Commission") amend Civil Service Commission Rule Series 011, Examinations, to update the definition of veteran and to expand Veterans Preference in Examinations.

Authority

Charter Section 10.101, General Powers and Duties, provides as follows:

"Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days' notice, make changes in the rules, which changes shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission."

Background

The definition of veteran for purposes of entitlement under this Rule section, adopted on April 15, 2002, refers to California Government Code Section 18973. Effective January 1, 2014, California Government Code Section 18973 was amended; therefore the definition of veteran should also be revised in the Rules. The proposed Rule revision will update the definition of veteran to comply with the California Government Code 18973 (Attachment B) and also expand preference points to spouses or domestic partners of 100% disabled veterans declared by the United States Veterans Administration.

Analysis of the Proposed Revisions

Veterans' preference recognizes citizens who have served their country in uniform and acknowledges the obligation owed to disabled veterans. The City and County of San Francisco provides preference to veterans, disabled veterans and widows, widowers or domestic partners of such deceased veterans in entrance examinations. However to be consistent with State provisions, it is recommended to also

include preference for spouses or domestic partners of 100% disabled veterans with a permanent service connected disability declared by the United States Veterans Administration. The proposed amendment would allow a spouse or domestic partner of a 100% disabled veteran who is not deceased to receive a disability credit of ten percent (10%) of a qualifying score on an entrance examination.

The proposed Rule revisions to all four Volumes (Attachment A) were reviewed by the Civil Service Commission's Committee on Policy Procedures and Rules ("COPAR")¹ on May 8, 2015. The Executive Officer has consulted with the four departments primarily impacted by the revisions—Department of Human Resources, the San Francisco Police Department, the San Francisco Fire Department and the Municipal Transportation Agency.

In conclusion, the Executive Officer recommends that the Civil Service Commission approve the proposed revisions to Rule Series 011. The revisions would fulfill the following two established Commission Goals and Objectives for Fiscal Year 2015-2016: Goal #5, "Work to ensure that the Civil Service Commission's Rules, policies and procedures are [...] compliant with the law, consistent, and reflective of current and best practices; and Goal #6, "Strengthen the Civil Service Commission's ability to meet its Charter mandates and oversee the operation of the merit system."

Recommendation: Accept the Executive Officer's report; direct the Executive Officer to post the proposed revisions for meet and discuss with interested stakeholders.

Attachments

- Attachment A: Rule Series 011 Examinations – Veterans Preference in Examinations
- Attachment B: California Government Code Sections

¹ COPAR has been regularly convened by the Executive Officer since at least 1995. It is intended to provide a forum for senior-level human resources managers to discuss subjects of common interest under the Civil Service Commission's jurisdiction.

Attachment A



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Rule 111

Examinations

Article III: Veterans Preference in Examinations

Applicability: Article III, Rule 111, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments, MTA Service-Critical classes, and those represented by the Transport Workers Union, Locals 200 and 250A.

Sec. 111.36 Definition of Veteran for Purposes of Entitlement Under This Rule

- 111.36.1 The term "veteran" as used in this Rule shall be as defined under Cal. Gov't. Code § ~~18973~~18540.4, which at the time of amendment of this Rule stated:

~~Any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Service Training and Service Act of 1940. Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.~~

Sec. 111.37 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

- 111.37.1 For purposes of this Rule, the term "disabled veteran" shall mean any veteran as defined in Sec. 111.36, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.
- 111.37.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Deletion in strikethrough, Additions in underline**Sec. 111.38 Veterans Entitlement****111.38.1 Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 111.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

111.38.2 Disabled Veteran, Widow or Widower, or Domestic Partner

A disabled veteran as defined in Sec. 111.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

111.38.3 Spouse or Domestic Partner of Disabled Veteran

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 111.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process. shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

111.38.34 Notice of Veteran Status

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

Sec. 111.39 Entitlement at Time of Separation from Active Duty

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

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Sec. 111.40 **Entitlement Exhausted Upon Acquiring Permanent Appointment**

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.

Rule 211

Examinations

Article IV: Veterans Preference In Examinations

Applicability: Rule 211 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

Sec. 211.18 Definition of Veteran for Purposes of Entitlement Under This Rule

For purposes of this Rule, the term "veteran" shall mean any person who has been mustered into or enlisted in any branch of the United States armed forces and who has served on active duty and who has been released from active duty under conditions other than dishonorable. Such service shall qualify an individual for veteran status under this Rule when such service shall have been for thirty (30) days or more during the period of September 16, 1940 through January 31, 1955, or after January 31, 1955, if such service shall have been for at least 181 consecutive days in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States. The definition of the term "veteran" as used in this Rule shall not include reserve service. The term "veteran" as used in this Rule shall be as defined under Cal. Gov't Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

Sec. 211.19 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

- 211.19.1 For purposes of this Rule, the term "disabled veteran" shall mean any veteran as defined in Sec. 211.17, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.
- 211.19.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 211.20 Veterans Entitlement

- 211.20.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 211.17, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score

Sec. 211.20 Veterans Entitlement (cont.)

211.20.1 Veteran, Widow or Widower, or Domestic Partner (cont.)

on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

211.20.2 Disabled Veteran, Widow or Widower, or Domestic Partner

A disabled veteran as defined in Sec. 211.18.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

211.20.3 Spouse or Domestic Partner of Disable Veteran

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 211.19, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

211.20.34 Notice of Veteran Status

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

Sec. 211.21 Entitlement at Time of Separation from Active Duty

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

Sec. 211.22 Entitlement Exhausted Upon Acquiring Permanent Appointment

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.

Rule 311

Examinations

Article IV: Veterans Preference in Examinations

Applicability: Article IV, Rule 311 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

Sec. 311.13 Definition of Veteran for Purposes of Entitlement Under This Rule

For purposes of this Rule, the term "veteran" shall mean any person who has been mustered into or enlisted in any branch of the United States armed forces and who has served on active duty and who has been released from active duty under conditions other than dishonorable. Such service shall qualify an individual for veteran status under this Rule when such service shall have been for thirty (30) days or more during the period of September 16, 1940 through January 31, 1955, or after January 31, 1955, if such service shall have been for at least 181 consecutive days in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States. The definition of the term "veteran" as used in this Rule shall not include reserve service. The term "veteran" as used in this Rule shall be as defined under Cal. Gov't Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

Sec. 311.14 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

311.14.1 The term "veteran" as used in this Rule shall be as defined under Cal. Government Code § 18973, which at the time of amendment of this Rule stated:

Any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Service Training and Service Act of 1940. For purposes of this Rule, the term

"disabled veteran" shall mean any veteran as defined in Sec. 311.13, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.

- 311.14.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 311.15 Veterans Entitlement

311.15.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 311.13, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

311.15.2 Spouse or Domestic Partner of Disabled Veteran

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 311.14, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

Rule 411

Examinations

Article III: Veterans Preference in Examinations

Applicability: Article III, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Sec. 411.36 Definition of Veteran for Purposes of Entitlement Under This Rule

~~For purposes of this Rule, the term "veteran" shall mean any person who has been mustered into or enlisted in any branch of the United States armed forces and who has served on active duty and who has been released from active duty under conditions other than dishonorable. Such service shall qualify an individual for veteran status under this Rule when such service shall have been for thirty (30) days or more during the period of September 16, 1940 through January 31, 1955, or after January 31, 1955, if such service shall have been for at least 181 consecutive days in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States. The definition of the term "veteran" as used in this Rule shall not include reserve service. The term "veteran" as used in this Rule shall be as defined under Cal. Gov't Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.~~

Sec. 411.37 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

411.37.1 The term "veteran" as used in this Rule shall be as defined under Cal. Government Code § 18973, which at the time of amendment of this Rule stated:

~~Any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Service Training and Service Act of 1940. For purposes of this Rule, the term "disabled veteran" shall mean any veteran as defined in Sec. 411.36, who~~

has suffered a permanent service-connected disability that is of record in the United States Administration.

Sec. 411.37 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule (cont.)

- 411.37.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 411.38 Veterans Entitlement

411.38.1 Veteran, Widow or Widower, or Domestic Partner

A veteran as defined above in Sec. 411.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

411.38.2 Disabled Veteran, Widow or Widower, or Domestic Partner

A disabled veteran as defined in Sec. 411.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

411.38.3 Spouse or Domestic Partner of Disabled Veteran

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined in Sec. 411.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

411.38.34 Notice of Veteran Status

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

Sec. 411.39 Entitlement at Time of Separation from Active Duty

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

Sec. 411.40 Entitlement Exhausted Upon Acquiring Permanent Appointment

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.

Attachment B

CALIFORNIA GOVERNMENT CODE SECTIONS

ARTICLE 4. Veterans Preference

(Article 4 added by Stats. 1945, Ch. 123.)

18973. For purposes of this article, the following definitions shall apply:

- (a) "Veteran" has the same meaning as defined in Section 18540.4.
- (b) "Disabled veteran" has the same meaning as defined in Section 18541.
- (c) "100 percent disabled veteran" means any veteran as defined in this section who is currently declared by the United States Veterans Administration to be 100 percent disabled as a result of his or her service.

(Repealed and added by Stats. 2013, Ch. 75, Sec. 5. Effective January 1, 2014.)

ARTICLE 2. Definitions

18540. "Armed forces" means the United States Air Force, Army, Navy, Marine Corps, and Coast Guard.

(Amended by Stats. 2013, Ch. 427, Sec. 11. Effective January 1, 2014.)

18540.1. "National emergency" as used in this part means any period in which the United States is at war prior to the declaration by the Governor of a state military emergency.

(Added by Stats. 1949, Ch. 808.)

18540.2. "State military emergency," as used in this part, means an emergency declared and terminable by the Governor by proclamation during, but not limited to, such times as the United States is conscripting personnel for service in the armed forces.

(Added by Stats. 1949, Ch. 808.)

18540.3. "Recognized military service" means full-time service by a person in the armed forces during the national emergency or a state military emergency.

(Added by Stats. 1949, Ch. 808.)

18540.4. "Veteran" means: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

(Added by Stats. 1949, Ch. 808.)

18541. "Disabled veteran" means any veteran as defined in Section 18540.4 who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of service in the armed forces. Proof of such disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

(Amended by Stats. 1949, Ch. 808.)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting August 17, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

AUG 13 2015

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 17, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of August 3, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR'S REPORT

(5) Department of Human Resources' Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments.

Recommendation: Accept the report.

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0268-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45087-14/15	Department of Emergency Management	\$900,000	This request is for Fleet Week coordination, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines).	Regular	10/31/2017
48830-14/15	Department of Environment	\$50,000,000	<ul style="list-style-type: none"> • Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. • Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development. Approximately 70% of the SF Energy Watch funding is pass-through dollars paid as rebates to San Francisco residents and businesses for the energy upgrades made. 	Regular	6/30/2022
48177-14/15	Municipal Transportation Agency	\$8,000,000	The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all duties pertaining to the SFMTA's automated photo enforcement system. Duties include, but are not limited to the following: maintain the system (hardware and software); issue and process citations for red light and illegal turn violations; provide court evidence packages; provide expert witness testimony pertaining to the system; train SF Police Department employees on the system's functions; provide regular reports on the system to the SFMTA; and provide a secure internet site for violators to obtain information on their violation.	Regular	5/31/2021
48406-14/15	Municipal Transportation Agency	\$1,750,000	The consultant will develop a facilities condition assessment and space plan for San Francisco Municipal Transportation Agency's (SFMTA) real estate assets. The Facility Condition Assessment work products will include an independent, prioritized review of deficiencies, estimates of repair options, and data that can be integrated easily into the Agency's Assessment Management System. The SFMTA must re-evaluate its existing uses of space to maximize existing office and storage space for existing staff and planned staff growth due to the recent passage of the Proposition A Transportation and Road Improvement Bond, increases in Muni Transit Service, and the growth of the Muni Transit Fleet. In-house staffing resources at the SFMTA and Department of Public Works (DPW) will work together to review the consultant work products and participate in the oversight of the consultant team.	Regular	12/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42251-14/15	Public Utilities Commission	\$5,000,000	The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with the development of a 2016 Integrated Resource Plan (IRP), as well as assist in the design and implementation of ongoing IRP review and updating procedures and processes. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years with a 5-year setup and execution plan and 10-year benchmarks. Consulting services involve development of load forecast for the IRP study period; consideration of the impacts of present/future energy efficiency and demand side management programs; assessment and modeling of current and potential power supply resources, all in the context of forward energy and capacity price forecasts. Planning considerations would include regional transmission constraints/rights, California Independent System Operator (CAISO) mandated resource adequacy and local capacity requirements, current/probable future renewable portfolio standards, greenhouse gas (GHG) regulations, San Francisco climate and energy goals, relevant regulatory initiatives and requirements, and Power's business objectives and policy criteria.	Regular	9/1/2020
43831-14/15	General Services Agency-Technology	\$21,500,000	Vendor will provide Cisco Professional Services Consulting and Training to assist City Staff with Network Infrastructure Maintenance and project assistance involving Cisco Hardware and Software. These services are needed to augment Cisco Smartnet Maintenance services to maintain and improve network efficiency throughout the City. These services are being requested by the Department of Technology on behalf of all City Departments as part of a Citywide Enterprise Agreement for Cisco Services. Services will be used on an as-needed basis by Departments for their various Network Infrastructure Projects.	Regular	10/30/2020
46518-14/15	General Services Agency-Technology	\$4,500,000	VMware Technical Account Managers and Engineers will assist City Staff in implementing VMware Server Virtualization products and work with City Staff to maximize the efficiency and utilization of VMware Products. These services require technical expertise and knowledge of proprietary VMware products that City Staff do not have. Engineering services may be utilized on a project basis. Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of the Enterprise License Agreement which is available for use by all City Departments.	Regular	10/31/2018
40120-14/15	Airport Commission	Current Approved Amount \$500,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,000,000	Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management.	Modification	10/01/2020
4085-12/13	Adult Probation	Current Approved Amount \$335,000 Increase Amount Requested \$0 New Total Amount Requested \$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.	Modification	5/31/2018

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12	Adult Probation	Current Approved Amount \$9,213,957 Increase Amount Requested \$3,786,043 New Total Amount Requested \$13,000,000	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk, high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Modification	6/30/2017
4098-08/09	Municipal Transportation Agency	Current Approved Amount \$399,925 Increase Amount Requested \$75,000 New Total Amount Requested \$474,925	Contractor will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities. The contractor will draft technical specifications for the system, as well as, generic associated technical documentation and program write-up. In addition, the contractor will assist with system design and installation specifications and act as the Project Manager during the installation of the system.	Modification	6/30/2016

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **Department of Human Resources' Report on Appointments Exempt Under Charter Sections 10.104-1, 2, and 4 through 12. (File No. 0269-15-1) – Action Item**

Recommendation: Adopt the report.

- (9) **Department of Human Resources' Report on Position-Based Testing Program. (File No. 0270-15-1) – Action Item**

Recommendation: Adopt the report.

- (10) **Department of Human Resources Progress Report on Classification Consolidation. (File No. 0271-15-1) – Action Item**

Recommendation: Adopt the report.

- (11) **Department of Human Resources' Report on Future Employment Restrictions from January 1 to June 30, 2015. (File No. 0272-15-1) – Action Item**

Recommendation: Adopt the report.

- (12) **Department of Human Resources' Report on Provisional Appointments.**
(File No. 0273-15-1) – Action Item

Recommendation: Adopt the report.

- (13) **San Francisco Municipal Transportation Agency's Report on Appointments Exempt Under Charter Sections 10.104.16 through 10.104.18.** (File No. 0274-15-1) – Action Item

Recommendation: Adopt the report.

- (14) **San Francisco Municipal Transportation Agency's Bi-Annual Summary of Future Employment Restrictions.** (File No. 0275-15-1) – Action Item

Recommendations: Adopt the report.

- (15) **San Francisco Municipal Transportation Agency's Report on Provisional Appointments.**
(File No. 0276-15-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (16) **Department of Human Resources' 2015 Workforce Utilization Analysis Report.**
(File No. 0279-15-1) – Action Item

Recommendation: Adopt the report.

- (17) **Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health.** (File No. 0265-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	12/31/2016

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 41467-14/15; Notify the Office of the Controller and the Office of Contract Administration.

(18) Review of Request for Approval of Proposed Personal Services Contract Number 43877-14/15 from the Department of Public Health. (File No. 0264-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43887-14/15	Department of Public Health	1,500,000	The Contractor (s) will provide American Sign Language (ASL) Interpreters, oral interpreting, relay interpreting and deaf/blind (tactile) interpreting services for clients. The Contractor will be available 24 hours a day seven days a week. The Contractor(s) may also be required to provide two interpreters on call 24/7 via a pager / or mobile phone. Services are for any requesting unit of the Department of Public Health.	Regular	6/30/2020

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 43877-14/15; Notify the Office of the Controller and the Office of Contract Administration.

(19) Review of Request for Approval of Proposed Personal Services Contract Number 4110-10/11 from the Office of the Controller. (File No. 0262-15-8) – Action Item

4110-10/11	Controller	Current Approved Amount \$745,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$2,245,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	Modification	6/30/2016
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Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 4110-10/11; Notify the Office of the Controller and the Office of Contract Administration.

(20) Review of Request for Approval of Proposed Personal Services Contract Number 43868-14/15 from the Department of Public Health. (File No. 0255-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43868-14/15	Public Health	\$7,560,000	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Life-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management, psychological testing, as well as consultation and outreach.	Regular	6/30/2020

August 3, 2015

Continued PSC #43868-14/15 to the next Commission Meeting of August 17, 2015 to allow the Department of Public Health and SEIU, Local 1021 to craft an agreeable solution. (Vote of 3 to 0)

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 43868-14/15; Notify the Office of the Controller and the Office of Contract Administration.

(21) Human Services Agency's Report on Personal Services Contract Number 2003-08/09 and Their Discussions with SEIU, Local 1021. (File No. 0277-15-8)– Action Item

October 20, 2014: Adopted the staff report with the condition that the Human Services Agency report back in nine months, by July 6, 2015 and provide an update with ongoing discussions with SEIU, Local 1021 and present grievances. In addition, President Normandy also requested DHHR to report back to the Commission and provide a status report on related macro issues on the grievances. (Vote of 5 to 0)

Recommendation: Adopt the report.

(22) Human Services Agency's Annual Report on Contracts Awarded under Personal Services Contracts with Continuing Approval—Personal Services Contracts Numbers 2000-08/09 through 2009-08/09. (File No. 0278-15-8) – Action Item

PSC #	Contract Amount	Description of Work	Duration
2000-08/09	\$ 1,500,000 est annual \$7,500,000 term	Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system	7/1/2009 — Continuing
2001-08/09	\$13,000,000 annual est \$65,000,000 term	Will provide training, respite, care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities	7/1/2009 — Continuing
2002-08/09	\$5,300,000 annual est \$26,500,000 Term	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	7/1/2009 — Continuing
2003-08/09	\$ 32,000,000 est annual \$160,000,000 term	Will provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.	7/1/2009 — Continuing
2004-08/09	\$46,000,000 annual est \$230,000,000 term	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	7/1/2009 — Continuing
2005-08/09	\$7,700,000 annual est \$38,500,000 term	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to Cal Works and PAES (Personal Assisted Employment Services) and other low-income individuals	7/1/2009 — Continuing
2006-08/09	\$5,083,000 annual est \$25,415,000 term	Will provide support services to the Agency Include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	7/1/2009 — Continuing
2007-08/09	\$65,550,000 annual est \$327,750,000 term	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode DHS as mandated.	7/1/2009 — Continuing
2008-08/09	\$15,150,000 annual est \$75,750,000 term	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meal/groceries, laundry facilities, and voluntary case management.	7/1/2009 — Continuing
2009-08/09	\$2,990,000 annual est \$14,950,000 term	To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets	7/1/2009 — Continuing

PSC #	Contract Amount	Description of Work	Duration
4078-10/11	\$1,067,340 annual est \$5,336,700 term	Services include facilities and staffing to run various community-based adult day care centers and centers servicing seniors suffering from Alzheimer's disease.	7/1/2011— Continuing
4079-10/11	\$1,697,815 annual est \$8,489,075 term	Services include provision of legal counseling, and representation, including but not limited to naturalization application and processing, for seniors and younger disabled adults.	7/1/2011— Continuing
4080-10/11	\$2,852,064 annual est \$14,260,320 term	Services include staffing and assistance in the form of case management. The provisions of case management include access or care coordination-including arranging services, developing and monitoring care management plans and coordinating services among providers- servicing functionally impaired seniors, adults with disabilities and their families	7/1/2011— Continuing
4081-10/11	\$10,003,872 annual est \$50,019,360 term	Services include facilities and staffing to run various community based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency services. The target populations served by these programs are seniors and adults with disabilities. These services include the Community Living Fund established by the Board of Supervisors Resolution # 10-0832.	7/1/2011— Continuing
4082-10/11	\$11,500,000 annual est \$57,500,000 term	Contractors will provide and distribute food and food benefits to low income San Francisco residents. Food distributions services will include but not limited to home delivered, congregate meals, emergency food bags, and food pantries, emergency home delivered meals, free meals, and senior grocery bags.	7/1/2011— Continuing

February 2, 2009:

Postponed **Personal Services Contract Numbers 2000-08/09 through 2009-08/09** to the meeting of March 2, 2009 at the request of SEIU Local 1021. (Vote of 5 to 0)

March 2, 2009:

Postponed **Personal Services Contract Numbers 2002-08/09; 2003-08/09 and 2005-08/09** to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)

Adopted the Human Resources Director's report on **Personal Services Contract Numbers 2000-08/09; 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09** on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009); and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. (Vote of 5 to 0)

Adopted the Human Resources Director's report on **Personal Services Contract #2006-08/09**. (Vote of 5 to 0)

March 16, 2009: Adopted the Human Resources Director's report for "Continuing" approval [for **Personal Services Contract Numbers 2002-08/09, 2003-08/09 and 2005-08/09**] on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being effectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units. (Vote of 4 to 0)

September 21, 2009: Accepted the oral report [from the Human Services Agency on the status of the conditional approval of **Personal Services Contract Numbers 2000-08/09, 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09**]. (Vote of 4 to 0)

June 2, 2014: Continued the [annual] report [on personal services contracts with continuing approval from the Human Services Agency under **Personal Services Contract Numbers 2000-08/09, 2001-08/09, 2004-08/09, and 2006-08/09 through 2009-08/09**] to the Commission meeting of June 16, 2014 so that the Human Services Agency can submit to the Commission the requested missing information and documentation, along with a brief staff report with more information regarding the PSCs with continuing approval. In addition, the Commission directed the Human Services Agency to provide proper notice to the union. (Vote of 5 to 0)

Recommendation: Adopt the report.

(23) Recommendation to Adopt the Proposed Amendment to Civil Service Rule Series 011 – Veterans Preference in Examinations. (File No. 0244-15-5) – Action Item

July 20, 2015: Accepted the Executive Officer's report; directed the Executive Officer to post the proposed rule revisions for meet and discuss with interested stakeholders. (Vote of 3 to 0)

Recommendation: Adopt the Executive Officer's staff report, and direct the Executive Officer to post the proposed revisions to Civil Service Rule Series 011 – Veterans Preference in Examinations.

(24) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(25) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MINUTES Regular Meeting August 17, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER

2:02 p.m.

ROLL CALL (Item No. 1)

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helfond	Present

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of August 3, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

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ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown made three (3) announcements to the Agenda. First, on the Ratification Agenda, the Department of Adult Probation requested postponement for Personal Services Contract #4077-11/12 to the next meeting of September 21, 2015 to allow more time for discussions with SEIU, Local 1021. Second, on the Regular Agenda Item #17, the Department of Public Health requested postponement for Personal Services Contract #41467-14/15 to September 21, 2015 to allow all parties to be present for the appeal. Third, on Item #19, SEIU, Local 1021 has dropped their appeal due to the additional information provided by the Controller's Office.

HUMAN RESOURCES DIRECTOR'S REPORT

0267-15-1 Department of Human Resources' Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments. (Item No. 5)

Speakers: Dave Johnson, Department of Human Resources

Action: Accepted the report. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown reported for the month of July that there was one appeal that was administratively resolved. In addition, that the Year- End Report on the Civil Service Commission's Activities and Achievements for Fiscal Year 2014-2015 will be presented at the next meeting of September 21, 2015.

0268-15-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45087-14/15	Department of Emergency Management	\$900,000	This request is for Fleet Week coordination, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines).	Regular	10/31/2017
48830-14/15	Department of Environment	\$50,000,000	• Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. • Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development. Approximately 70% of the SF Energy Watch funding is pass-through dollars paid as rebates to San Francisco residents and businesses for the energy upgrades made.	Regular	6/30/2022

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48177-14/15	Municipal Transportation Agency	\$8,000,000	The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all duties pertaining to the SFMTA's automated photo enforcement system. Duties include, but are not limited to the following: maintain the system (hardware and software); issue and process citations for red light and illegal turn violations; provide court evidence packages; provide expert witness testimony pertaining to the system; train SF Police Department employees on the system's functions; provide regular reports on the system to the SFMTA; and provide a secure internet site for violators to obtain information on their violation.	Regular	5/31/2021
48406-14/15	Municipal Transportation Agency	\$1,750,000	The consultant will develop a facilities condition assessment and space plan for San Francisco Municipal Transportation Agency's (SFMTA) real estate assets. The Facility Condition Assessment work products will include an independent, prioritized review of deficiencies, estimates of repair options, and data that can be integrated easily into the Agency's Assessment Management System. The SFMTA must re-evaluate its existing uses of space to maximize existing office and storage space for existing staff and planned staff growth due to the recent passage of the Proposition A Transportation and Road Improvement Bond, increases in Muni Transit Service, and the growth of the Muni Transit Fleet. In-house staffing resources at the SFMTA and Department of Public Works (DPW) will work together to review the consultant work products and participate in the oversight of the consultant team.	Regular	12/31/2017
42251-14/15	Public Utilities Commission	\$5,000,000	The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with the development of a 2016 Integrated Resource Plan (IRP), as well as assist in the design and implementation of ongoing IRP review and updating procedures and processes. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years with a 5-year setup and execution plan and 10-year benchmarks. Consulting services involve: development of load forecast for the IRP study period; consideration of the impacts of present/future energy efficiency and demand side management programs; assessment and modeling of current and potential power supply resources, all in the context of forward energy and capacity price forecasts. Planning considerations would include regional transmission constraints/rights, California Independent System Operator (CAISO) mandated resource adequacy and local capacity requirements, current/probable future renewable portfolio standards, greenhouse gas (GHG) regulations, San Francisco climate and energy goals, relevant regulatory initiatives and requirements, and Power's business objectives and policy criteria.	Regular	9/1/2020
43831-14/15	General Services Agency-Technology	\$21,500,000	Vendor will provide Cisco Professional Services Consulting and Training to assist City Staff with Network Infrastructure Maintenance and project assistance involving Cisco Hardware and Software. These services are needed to augment Cisco Smartnet Maintenance services to maintain and improve network efficiency throughout the City. These services are being requested by the Department of Technology on behalf of all City Departments as part of a Citywide Enterprise Agreement for Cisco Services. Services will be used on an as-needed basis by Departments for their various Network Infrastructure Projects.	Regular	10/30/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46518-14/15	General Services Agency-Technology	\$4,500,000	VMware Technical Account Managers and Engineers will assist City Staff in implementing VMware Server Virtualization products and work with City Staff to maximize the efficiency and utilization of VMware Products. These services require technical expertise and knowledge of proprietary VMware products that City Staff do not have. Engineering services may be utilized on a project basis, Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of the Enterprise License Agreement which is available for use by all City Departments.	Regular	10/31/2018
40120-14/15	Airport Commission	Current Approved Amount \$500,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,000,000	Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management.	Modification	10/01/2020
4085-12/13	Adult Probation	Current Approved Amount \$335,000 Increase Amount Requested \$0 New Total Amount Requested \$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.	Modification	5/31/2018
4077-11/12	Adult Probation	Current Approved Amount \$9,213,957 Increase Amount Requested \$3,786,043 New Total Amount Requested \$13,000,000	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Modification	6/30/2017
4098-08/09	Municipal Transportation Agency	Current Approved Amount \$399,925 Increase Amount Requested \$75,000 New Total Amount Requested \$474,925	Contractor will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities. The contractor will draft technical specifications for the system, as well as, generate associated technical documentation and program write-up. In addition, the contractor will assist with system design and installation specifications and act as the Project Manager during the installation of the system.	Modification	6/30/2016

Speakers: Patrick Leung, Department of Emergency Management spoke on PSC # 45087-14/15.
Jason Renteria, Department of Technology spoke on PSC #46518-14/15.

Action: 1) Conditionally approved PSC #45087-14/15, with the proviso that the Department of Emergency Management works with the Executive Officer and clearly state this contract is for a specific event, resulting in a peak workload that require special expertise. (Vote of 4 to 0)

2) Conditionally approved PSC #46518-14/15, with the proviso that the Department of Technology works with the Executive Officer to amend their submission on question (5B) and expand on the baseline training component. (Vote of 4 to 0)

3) Postponed PSC #4077-11/12 to the next Commission meeting of September 21, 2015 at the request of the Department of Adult Probation and SEIU, Local 1021 to allow more time for discussions. (Vote of 4 to 0)

4) Approved the request for all remaining PSCs (PSC numbers 48830-14/15, 48177-14/15, 48406-14/15, 42251-14/15, 43831-14/15, 40120-14/15, 4085-12/13 and 4098-08/09). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0269-15-1 Department of Human Resources' Report on Appointments Exempt Under Charter Sections 10.104-1, 2, and 4 through 12. (Item No. 8)

Speakers: Gilda Cassanego, Department of Human Resources

Action: Adopted the report with the condition that the Department of Human Resources specifically states that the San Francisco Municipal Transportation Agency is included in the calculations for review of the 2% cap; and that the San Francisco School District, Community College District, and Trial Courts are not. Resubmit the report to the Executive Officer. In addition, for future reports add a time and historical comparison analysis. (Vote of 4 to 0)

0270-15-1 Department of Human Resources' Report on Position-Based Testing Program. (Item No. 9)

Speakers: Anna Biasbas, Department of Human Resources
Jason Yamamoto, Department of Human Resources
Sin Yee Poon, SEIU, Local 1021

Action: Adopted the report. (Vote of 4 to 0)

0271-15-1 Department of Human Resources Progress Report on Classification Consolidation. (Item No. 10)

Speakers: Steve Ponder, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

0272-15-1 Department of Human Resources' Report on Future Employment Restrictions from January 1 to June 30, 2015. (Item No. 11)

Speakers: Gilda Cassanego, Department of Human Resources
Shawn Sherburne, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

0273-15-1 Department of Human Resources' Report on Provisional Appointments. (Item No. 12)**Speakers:** None.**Action:** Adopted the report. (Vote of 4 to 0)**0274-15-1 San Francisco Municipal Transportation Agency's Report on Appointments Exempt Under Charter Sections 10.104.16 through 10.104.18. (Item No. 13)****Speakers:** Clare Leung, San Francisco Municipal Transportation Agency**Action:** Adopted the report. (Vote of 4 to 0)**0275-15-1 San Francisco Municipal Transportation Agency's Bi-Annual Summary of Future Employment Restrictions. (Item No. 14)****Speakers:** None.**Action:** Adopted the report. (Vote of 4 to 0)**0276-15-1 San Francisco Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 15)****Speakers:** None.**Action:** Adopted the report. (Vote of 4 to 0)**0279-15-1 Department of Human Resources' 2015 Workforce Utilization Analysis Report. (Item No. 16)****Speakers:** Linda Simon, Department of Human Resources
Sin Yee Poon, SEIU, Local 1021**Action:** Adopted the report. (Vote of 4 to 0)**0265-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health. (Item No. 17)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	12/31/2016

Speakers: None.

Action: Postponed Personal Services Contract #41467-14/15 to the next meeting of September 21, 2015 to allow all parties to be present for the appeal.
(Vote of 4 to 0)

0264-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 43877-14/15 from the Department of Public Health. (Item No. 18)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43887-14/15	Department of Public Health	1,500,000	The Contractor (s) will provide American Sign Language (ASL) Interpreters, oral interpreting, relay interpreting and deaf/blind (tactile) interpreting services for clients. The Contractor will be available 24 hours a day seven days a week. The Contractor(s) may also be required to provide two interpreters on call 24/7 via a pager / or mobile phone. Services are for any requesting unit of the Department of Public Health.	Regular	6/30/2020

Speakers: Jacquie Hale, Department of Human Resources
Joe Brenner, SEIU, Local 1021
Frank Ngo, SEIU, Local 1021

Action: Granted SEIU, Local 1021's appeal with the following four (4) modifications: (1) Conditionally approved Personal Services Contract #43877-14/15 for three (3) years, until June 30, 2018; (2) The Department of Public Health will work with the Department of Human Resources to expedite the recruiting and hiring process for the 2586 Health Worker II - American Sign Language Interpreter position and will work with SEIU, Local 1021 regarding recruitment efforts; (3) American Sign Language Interpreter work performed by contractors will be transitioned to the newly hired Civil Service 2586 Health Worker II *to the extent possible* and the dollar amount under this PSC will be reduced commensurately; and (4) the Department of Public Health will report back to the Commission in one (1) year, on August 15, 2016. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0262-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4110-10/11 from the Office of the Controller. (Item No. 19)

4110-10/11	Controller	Current Approved Amount \$745,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$2,245,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	Modification	6/30/2016
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Speakers: None.

Action: Adopted the report and approved the request for proposed Personal Services Contract #4110-10/11; Notified the Office of the Controller and the Office of Contract Administration. (SEIU, Local 1021 withdrew their appeal.) (Vote of 4 to 0)

0255-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 43868-14/15 from the Department of Public Health. (Item No. 20)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43868-14/15	Public Health	\$7,560,000	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Services (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management, psychological testing, as well as consultation and outreach.	Regular	6/30/2020

August 3, 2015: Continued PSC #43868-14/15 to the next Commission Meeting of August 17, 2015 to allow the Department of Public Health and SEIU, Local 1021 to craft an agreeable solution. (Vote of 3 to 0)

Speakers: Jacquie Hale, Department of Public Health
Joe Brenner, SEIU, Local 1021

Disclosure: Commissioner Roccanova made it clear from the August 3, 2015 meeting her request of recusal from voting on this item was due to outside negotiations with SEIU, Local 1021 in which she was actively involved. However, currently those negotiations have concluded and there is no longer a conflict of interest. There was no objection from SEIU, Local 1021.

Action: Granted SEIU, Local 1021's appeal with the following two (2) modifications: (1) Conditionally approved Personal Services Contract #43868-14/15 for three (3) years, with the proviso that the Department of Public Health and the Human Services Agency continue discussions with SEIU, Local 1021, which includes work that might be performed by Civil Service classifications and in consideration of those factors for contracting out cited in the Personal Services Contract; and (2) The Department of Public Health and Human Services Agency provide an annual progress report to the Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0277-15-8 Human Services Agency's Report on Personal Services Contract Number 2003-08/09 and Their Discussions with SEIU, Local 1021. (Item No. 21)

October 20, 2014: Adopted the staff report with the condition that the Human Services Agency report back in nine months, by July 6, 2015 and provide an update with ongoing discussions with SEIU, Local 1021 and present grievances. In addition, President Normandy also requested the Department of Human Resources to report back to the Commission and provide a status report on related macro issues on the grievances. (Vote of 5 to 0)

Speakers: David Curto, Human Services Agency
Sin Yee Poon, SEIU, Local 1021

Action: Adopted the report. (Vote of 4 to 0)

0278-15-8 Human Services Agency's Annual Report on Contracts Awarded under Personal Services Contracts with Continuing Approval—Personal Services Contracts Numbers 2000-08/09 through 2009-08/09. (Item No. 22)

PSC #	Contract Amount	Description of Work	Duration
2000-08/09	\$ 1,500,000 est annual \$7,500,000 term	Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system	7/1/2009 — Continuing
2001-08/09	\$13,000,000 annual est \$65,000,000 term	Will provide training, respite, care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	7/1/2009 — Continuing
2002-08/09	\$5,300,000 annual est \$26,500,000 Term	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	7/1/2009 — Continuing
2003-08/09	\$ 32,000,000 est annual \$160,000,000 term	Will provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.	7/1/2009 — Continuing
2004-08/09	\$46,000,000 annual est \$230,000,000 term	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	7/1/2009 — Continuing

PSC #	Contract Amount	Discription of Work	Duration
2005-08/09	\$7,700,000 annual est \$38,500,000 term	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to Cal Works and PAES (Personal Assisted Employment Services) and other low-income individuals.	7/1/2009 — Continuing
2006-08/09	\$5,083,000 annual est \$25,415,000 term	Will provide support services to the Agency Include but not are limited to the following! legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	7/1/2009 — Continuing
2007-08/09	\$65,550,000 annual est \$327,750,000 term	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	7/1/2009 — Continuing
2008-08/09	\$15,150,000 annual est \$75,750,000 term	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meal/groceries, laundry facilities, and voluntary case management.	7/1/2009 — Continuing
2009-08/09	\$2,990,000 annual est \$14,950,000 term	To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets	7/1/2009 — Continuing
4078-10/11	\$1,067,340 annual est \$5,336,700 term	Services include facilities and staffing to run various community-based adult day care centers and centers servicing seniors suffering from Alzheimer's disease.	7/1/2011 — Continuing
4079-10/11	\$1,697,815 annual est \$8,489,075 term	Services include provision of legal counseling, and representation, including but not limited to naturalization application and processing, for seniors and younger disabled adults.	7/1/2011 — Continuing
4080-10/11	\$2,852,064 annual est \$14,260,320 term	Services include staffing and assistance in the form of case management. The provisions of case management include access or care coordination including arranging services, developing and monitoring care management plans and coordinating services among providers- servicing functionally impaired seniors, adults with disabilities and their families.	7/1/2011 — Continuing
4081-10/11	\$10,003,872 annual est \$50,019,360 term	Services include facilities and staffing to run various community based courses focused on physical health, socialization, financial advice, elderly abuse prevention, and emergency services. The target populations served by these programs are seniors and adults with disabilities. These services include the Community Living Fund established by the Board of Supervisors Resolution # 10-0832.	7/1/2011 — Continuing
4082-10/11	\$11,500,000 annual est \$57,500,000 term	Contractors will provide and distribute food and food benefits to low income San Francisco residents. Food distributions services will include but not limited to home delivered, congregate meals, emergency food bags, and food pantries, emergency home delivered meals, free meals, and senior grocery bags.	7/1/2011 — Continuing

February 2, 2009:

Postponed Personal Services Contract Numbers 2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021. (Vote of 5 to 0)

- March 2, 2009: Postponed **Personal Services Contract Numbers 2002-08/09; 2003-08/09 and 2005-08/09** to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)
- Adopted the Human Resources Director's report on **Personal Services Contract Numbers 2000-08/09; 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09** on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009); and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. (Vote of 5 to 0)
- Adopted the Human Resources Director's report on **Personal Services Contract #2006-08/09**. (Vote of 5 to 0)
- March 16, 2009: Adopted the Human Resources Director's report for "Continuing" approval [for **Personal Services Contract Numbers 2002-08/09, 2003-08/09 and 2005-08/09**] on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being affectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units. (Vote of 4 to 0)
- September 21, 2009: Accepted the oral report [from the Human Services Agency on the status of the conditional approval of **Personal Services Contract Numbers 2000-08/09, 2001-08/09, 2004-08/09, and 2007-08/09 through 2009-08/09**]. (Vote of 4 to 0)

June 2, 2014: Continued the [annual] report [on personal services contracts with continuing approval from the Human Services Agency under **Personal Services Contract Numbers 2000-08/09, 2001-08/09, 2004-08/09, and 2006-08/09 through 2009-08/09**] to the Commission meeting of June 16, 2014 so that the Human Services Agency can submit to the Commission the requested missing information and documentation, along with a brief staff report with more information regarding the PSCs with continuing approval. In addition, the Commission directed the Human Services Agency to provide proper notice to the union. (Vote of 5 to 0)

Speakers: David Curto, Human Services Agency
Sin Yee Poon, SEIU, Local 1021
Joe Brenner, SEIU, Local 1021

Action: Adopted the report. (Vote of 4 to 0)

0244-15-5 Recommendation to Adopt the Proposed Amendment to Civil Service Rule Series 011 – Veterans Preference in Examinations. (Item No. 23)

July 20, 2015: Accepted the Executive Officer's report; directed the Executive Officer to post the proposed rule revisions for meet and discuss with interested stakeholders. (Vote of 3 to 0)

Speakers: Michael Brown, Executive Officer

Action: Adopted the Executive Officer's staff report, and directed the Executive Officer to post the proposed revisions to Civil Service Rule Series 011 – Veterans Preference in Examinations. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 24)

Commissioner Heldfond personally requested that last minute submissions should be avoided, especially on complex and important issues. He encourages all City departments and Unions to submit information in a timely fashion to allow enough time for the Commissioners to thoroughly review the information.

ADJOURNMENT (Item No. 25)

4:09 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

AGENDA Regular Meeting September 21, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: stoft@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 21, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of August 17, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR'S REPORT

(5) Department of Human Resources' Report on the City and County of San Francisco Pre-Employment Conviction History Program (File No. 0297 -15-1) – Action Item

Recommendation: Adopt the report.

EXECUTIVE OFFICER'S REPORT

- (6) **Year-End Report on the Civil Service Commission's Activities and Achievements in Fiscal Year 2014-2015. (File No. 0298-15-1) – Action Item**

Recommendation: Adopt the report.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

- (7) **Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0299-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42319-14/15	Human Resources Department	\$400,000	Administer a 24-hour, 7-day a week, as-needed drug and alcohol testing program for employees who meet Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) criteria, non-safety-sensitive employees who meet pre-employment, reasonable suspicion, or post-Accident criteria to be established by the City and pursuant to applicable memoranda of understanding with the City's labor unions, and Airport Commission Employees as indicated in the supplemental agreement to the SEIU Miscellaneous collective bargaining agreement.	Regular	12/31/2019
45799-15/16	Municipal Transportation Agency	\$2,000,000	The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.	Regular	12/30/2016
48010-15/16	Municipal Transportation Agency	\$1,500,000	The contractor will provide Certified Designated Underground Storage Tank (UST) Operator and Licensed UST Technician services such as the required monthly, annual and tri-annual testing for forty-four (44) underground and above-ground storage tanks located at seven (7) Divisions/locations that comprise the San Francisco Municipal Transportation Agency (SFMTA) fuel storage tank system. This service includes troubleshooting, repairs, modifications, and replacement or updating of equipment. The contractor will ensure compliance with all applicable Federal, State and Local codes and regulations. The contractor will provide an annual educational session on the related regulations for the SFMTA maintenance staff.	Regular	9/21/2020
48231-15/16 Appealed by SEIU, Local 1021 and moved to the Regular Agenda	Department of Public Health	\$1,300,000	As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016.	Regular	3/31/2016

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48662-15/16	Municipal Transportation Agency	\$500,000	The contractor will develop research studies, analyze data and provide documented, valid and reliable reports on resulting data. Projects may include, but are not limited to, Muni rider surveys, customer perception surveys, focus groups, message testing, and other public and internal research as needed. The contractor will provide narrative analysis of the data and resulting recommendations to the San Francisco Municipal Transportation Agency's (SFMTA) staff and Board of Directors.	Regular	8/31/2020
49607-15/16	Department of Public Health	\$2,000,000	Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.	Regular	6/30/2020
45417-14/15	Department of Public Health	\$424,908	Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually.	Regular	12/31/2020
34581-15/16	Treasurer/Tax Collector	\$200,000	Perform title searches and to prepare tax sale reports on identified parcels of real property within the City and County of San Francisco for the purposes of determining the identity of "parties of interest," in order to provide legally required notice of tax sales and the termination of the right to redemption of tax defaulted property.	Regular	8/28/2020
4105-11/12	General Services Agency – City Admin	Current Approved Amount \$7,500,000 Increase Amount Requested \$2,490,000 New Total Amount Requested \$9,990,000	Contractor will provide structural pest control work for City facilities. This includes inspection of buildings, recommendations for pest prevention, use of mechanical, physical and chemical controls (including pesticides, monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with Integrated Pest Management (IPM) managers at the Department of the Environment and individual City facility managers to identify IPM needs and review work completed and potential changes to IPM plans at monthly IPM meetings conducted by the Department of the Environment.	Modification	7/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4132-09/10	Airport Commission	Current Approved Amount \$1,350,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,850,000	Ongoing representation of the Airport in Washington, DC, for federal issues involving aviation legislation, security mandates and funding opportunities.	Modification	12/31/2017
40778-14/15	Controller's Office	Current Approved Amount \$1,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$2,500,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	Modification	6/30/2020
4047-07/08	General Services Agency	Current Approved Amount \$8,098,000 Increase Amount Requested \$3,600,000 New Total Amount Requested \$11,698,000	Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual contract service orders will define job/task specific scopes of work.	Modification	01/30/2023
42142-12/13	Fire Department	Current Approved Amount \$1,200,000 Increase Amount Requested \$800,000 New Total Amount Requested \$2,000,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Modification	12/31/2017
4046-12/13	Port of San Francisco	Current Approved Amount \$1,060,000 Increase Amount Requested \$285,000 New Total Amount Requested \$1,345,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal. The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.	Modification	8/31/2019
4065-10/11 Appealed by SEIU, Local 1021 and moved to the Regular Agenda	Department of Public Health	Current Approved Amount \$13,797,907 Increase Amount Requested \$4,370,000 New Total Amount Requested \$18,167,907	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call professional availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Modification	6/30/2016

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **San Francisco Municipal Transportation Agency's Report on Position-Based Testing Program. (File No. 0303-15-1) – Action Item**

Recommendation: Adopt the report.

- (9) **Department of Human Resources' Report on Appointments Exempt Under Charter Sections 10.104.16 through 10.104.18. (File No. 0305-15-1) – Action Item**

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health. (File No. 0265-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	12/31/2016

August 17, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of September 21, 2015 to allow all parties to be present for the appeal.
(Vote of 4 to 0)

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 41467-14/15; Notify the Office of the Controller and the Office of Contract Administration.

(11) Review of Request for Approval of Proposed Personal Services Contract Number 4077-11/12 with Adult Probation. (File No. 0307-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12	Adult Probation	Current Approved Amount \$9,213,957 Increase Amount Requested \$3,786,043 New Total Amount Requested \$13,000,000	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Regular	6/30/2017

August 17, 2015: Postponed PSC #4077-11/12 to the next Commission meeting of September 21, 2015 at the request of the Department of Adult Probation and SEIU, Local 1021 to allow more time for discussions.
(Vote of 4 to 0)

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract Number 4077-11/12; Notify the Office of the Controller and the Office of Contract Administration.

(12) Review of Request for Approval of Proposed Personal Services Contract Number 39548-13/14 with the San Francisco Municipal Transportation Agency. (File No. 0263-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
39548-13/14	San Francisco Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$200,000 New Total Amount Requested \$300,000	The consultant will provide creative support for the San Francisco Municipal Transportation Agency's (SFMTA) Communications division during peak periods. Will respond to design and multi-media demands using; infographic; dynamic signage; animated/film video production; preparation and design of format; page/screen layouts; in-house production videos; interactive illustrations; and interactive publishing.	Modification	6/30/2017

August 17, 2015: Postponed PSC #39548-13/14 to the next Commission meeting of September 21, 2015 at the request of the San Francisco Municipal Transportation Agency to allow more time for discussions with SEIU, Local 1021.

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 39548-13/14; Notify the Office of the Controller and the Office of Contract Administration.

(13) Review of Request for Approval of Proposed Personal Services Contract Number 48231-15/16 with the Department of Public Health. (File No. 0302-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48231-15/16	Department of Public Health	\$1,300,000	As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016.	Regular	3/31/2016

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 48231-15/16; Notify the Office of the Controller and the Office of Contract Administration.

(14) Review of Request for Approval of Proposed Personal Services Contract Number 4065-10/11 with the Department of Public Health. (File No. 0301-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-10/11	Department of Public Health	Current Approved Amount \$13,797,907 Increase Amount Requested \$4,370,000 New Total Amount Requested \$18,167,907	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call professional availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Modification	6/30/2016

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 4065-10/11; Notify the Office of the Controller and the Office of Contract Administration.

(15) Department of Human Resources' Secondary Criteria Approval Request for the H-30 and H-50 Examinations. (File No. 0306-15-4) – Action Item

Recommendation: Adopt the report and approve the criteria.

(16) Appeal by Anthony Bryant of the Rejection of his Application for Class 5241 Engineer - Electrical Specialty. (File No. 0209-15-4) – Action Item

Recommendation: Deny the appeal of Anthony Bryant and uphold the Human Resources Director's decision.

- (17) **Appeal by Anthony Bryant of the Rejection of his Application for Class 5211 Engineer/Architect/Landscape Architect Senior Electrical Specialty. (File No. 0208-15-4) – Action Item**

Recommendation: Deny the appeal of Anthony Bryant and uphold the Human Resources Director's decision.

- (18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (19) **ADJOURNMENT**





CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
September 21, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

1/15

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER

2:05 p.m.

ROLL CALL (Item No. 1)

President Douglas S. Chan	Present
Vice President Gina M. Rocanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helfond	Present

GOVERNMENT
DOCUMENTS

DEPARTMENT OF
PUBLIC HEALTH

SAN FRANCISCO
PUBLIC HEALTH

President Douglas S. Chan presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA** (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of August 17, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown made three (3) announcements to the Agenda. First, on Item #5 (Department of Human Resources' Report on the City and County of San Francisco Pre-Employment Conviction History Program), Mr. Brown made it clear that the recommendation is to adopt the report. Second, on the Ratification Agenda, the Department of Public Health requested postponement for Personal Services Contract #45417-14/15 to October 5, 2015 to allow program staff to attend. Third, on the Regular

Agenda Item #10, the Department of Public Health requested postponement for Personal Services Contract #41467-14/15 to October 5, 2015 to provide program staff more time to gather information.

0297-15-1 Department of Human Resources' Report on the City and County of San Francisco Pre-Employment Conviction History Program (Item No. 5)

Speakers: Kimberlee Walden, Department of Human Resources
Micki Callahan, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

0298-15-1 Year-End Report on the Civil Service Commission's Activities and Achievements in Fiscal Year 2014-2015. (Item No. 6)

Speakers: Michael Brown, Executive Officer
Sandra Eng, Assistant Executive Officer

Action: Adopted the report. (Vote of 4 to 0)

RATIFICATION AGENDA

0299-15-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42319-14/15	Human Resources Department	\$400,000	Administer a 24-hour, 7-day a week, as-needed drug and alcohol testing program for employees who meet Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) criteria, non-safety-sensitive employees who meet pre-employment, reasonable suspicion, or post-Accident criteria to be established by the City and pursuant to applicable memoranda of understanding with the City's labor unions, and Airport Commission Employees as indicated in the supplemental agreement to the SFJU Miscellaneous collective bargaining agreement.	Regular	12/31/2019
45799-15/16	Municipal Transportation Agency	\$2,000,000	The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.	Regular	12/30/2016
48010-15/16	Municipal Transportation Agency	\$1,500,000	The contractor will provide Certified Designated Underground Storage Tank (UST) Operator and Licensed UST Technician services such as the required monthly, annual and tri-annual testing for forty-four (44) underground and above-ground storage tanks located at seven (7) Divisions/locations that comprise the San Francisco Municipal Transportation Agency (SFMTA) fuel storage tank system. This service includes troubleshooting, repairs, modifications, and replacement or updating of equipment. The contractor will ensure compliance with all applicable Federal, State and Local codes and regulations. The contractor will provide an annual educational session on the related regulations for the SFMTA maintenance staff.	Regular	9/21/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48231-15/16 Appealed by SEIU, Local 1021 and moved to the Regular Agenda	Department of Public Health	\$1,300,000	As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016.	Regular	3/31/2016
48662-15/16	Municipal Transportation Agency	\$500,000	The contractor will develop research studies, analyze data and provide documented, valid and reliable reports on resulting data. Projects may include, but are not limited to, Muni rider surveys, customer perception surveys, focus groups, message testing, and other public and internal research as needed. The contractor will provide narrative analysis of the data and resulting recommendations to the San Francisco Municipal Transportation Agency's (SFMTA) staff and Board of Directors.	Regular	8/31/2020
49607-15/16	Department of Public Health	\$2,000,000	Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.	Regular	6/30/2020
45417-14/15	Department of Public Health	\$424,908	Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH currently submits claims individually.	Regular	12/31/2020
34581-15/16	Treasurer/Tax Collector	\$200,000	Perform title searches and to prepare tax sale reports on identified parcels of real property within the City and County of San Francisco for the purposes of determining the identity of "parties of interest," in order to provide legally required notice of tax sales and the termination of the right to redemption of tax defaulted property.	Regular	8/28/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-11/12	General Services Agency – City Admin	Current Approved Amount \$7,500,000 Increase Amount Requested \$2,490,000 New Total Amount Requested \$9,990,000	Contractor will provide structural pest control work for City facilities. This includes inspection of buildings, recommendations for pest prevention, use of mechanical, physical and chemical controls (including pesticides, monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with Integrated Pest Management (IPM) managers at the Department of the Environment and individual City facility managers to identify IPM needs and review work completed and potential changes to IPM plans at monthly IPM meetings conducted by the Department of the Environment.	Modification	7/31/2017
4132-09/10	Airport Commission	Current Approved Amount \$1,350,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,850,000	Ongoing representation of the Airport in Washington, DC, for federal issues involving aviation legislation, security mandates and funding opportunities.	Modification	12/31/2017
40778-14/15	Controller's Office	Current Approved Amount \$1,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$2,500,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	Modification	6/30/2020
4047-07/08	General Services Agency	Current Approved Amount \$8,098,000 Increase Amount Requested \$3,600,000 New Total Amount Requested \$11,698,000	Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual contract service orders will define job/task specific scopes of work.	Modification	01/30/2023
42142-12/13	Fire Department	Current Approved Amount \$1,200,000 Increase Amount Requested \$800,000 New Total Amount Requested \$2,000,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Modification	12/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-12/13	Port of San Francisco	Current Approved Amount \$1,060,000 Increase Amount Requested \$285,000 New Total Amount Requested \$1,345,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal. The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.	Modification	8/31/2019
4065-10/11 Appealed by SEIU, Local 1021 and moved to the Regular Agenda	Department of Public Health	Current Approved Amount \$13,797,907 Increase Amount Requested \$4,370,000 New Total Amount Requested \$18,167,907	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call professional availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Modification	6/30/2016

Speakers: None.

Action: 1) Postponed PSC #45417-14/15 to October 5, 2015 to allow the Department of Public Health's program staff to attend. (Vote of 4 to 0)
2) Adopted the report and approved the request for all remaining Personal Services Contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

CONSENT AGENDA

0303-15-1 San Francisco Municipal Transportation Agency's Report on Position-Based Testing Program. (Item No. 8)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0305-15-1 Department of Human Resources' Report on Appointments Exempt Under Charter Sections 10.104.16 through 10.104.18. (Item No. 9)

Speakers: Shawn Sherburne, Department of Human Resources
Benjamin McCloskey, Mayor's Office
Anabel Simonelli, Mayor's Office
Tammy Wong, General Services Agency

Action: Adopted the report. Commissioner Favetti requested a trend analysis and action plan of expired appointments be included in future reports. (Vote of 4 to 0)

REGULAR AGENDA**0265-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	12/31/2016

August 17, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of September 21, 2015 to allow all parties to be present for the appeal. (Vote of 4 to 0)

Action: Postponed Personal Services Contract #41467-14/15 to the next meeting of October 5, 2015 to allow the Department of Public Health more time to gather information. (Vote of 4 to 0)

0307-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4077-11/12 with Adult Probation. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12	Adult Probation	Current Approved Amount \$9,213,957 Increase Amount Requested \$3,786,043 New Total Amount Requested \$13,000,000	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Regular	6/30/2017

August 17, 2015: Postponed PSC #4077-11/12 to the next Commission meeting of September 21, 2015 at the request of the Department of Adult Probation and SEIU, Local 1021 to allow more time for discussions. (Vote of 4 to 0)

Speakers: Veronica Martinez, Adult Probation Department
Eric Street, Adult Probation Department
Harold Taylor, Adult Probation Department
Joe Brenner, SEIU, Local 1021

Cont. 0307-15-8

Action: Conditionally approved Personal Services Contract Number 4077-11/12 with the following conditions: (1) All training opportunities provided to Contractor staff will be offered and provided to the Civil Service staff at Adult Probation Department (APD) as soon as possible; (2) APD will continue to meet with SEIU, Local 1021 to explore the extent to which work currently performed by contract staff may be transitioned to Civil Service staff. APD will work with SEIU, Local 1021 to identify Civil Service classifications which may perform this work. If current Civil Service classifications may perform this work, APD will work with SEIU, Local 1021 to transition identified work of to those identified Civil Service classifications upon expiration of the current PSC. If we (APD and SEIU, Local 1021) believe no current Civil Service classifications exist which may perform this work, APD will work with the DHR to explore the creation of a new classification or classifications into which to transition this work, over the next two years, starting within 2-3 months; (3) APD will report back to the Civil Service Commission in one year regarding progress. (4) Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0263-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 39548-13/14 with the San Francisco Municipal Transportation Agency. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
39548-13/14	San Francisco Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$200,000 New Total Amount Requested \$300,000	The consultant will provide creative support for the San Francisco Municipal Transportation Agency's (SFMTA) Communications division during peak periods. Will respond to design and multi-media demands using: infographic; dynamic signage; animated/film video production; preparation and design of format; page/screen layouts; in-house production videos; interactive illustrations; and interactive publishing.	Modification	6/30/2017

August 17, 2015: Postponed PSC #39548-13/14 to the next Commission meeting of September 21, 2015 at the request of the San Francisco Municipal Transportation Agency to allow more time for discussions with SEIU, Local 1021.

Speakers: Deanna Desedas, Municipal Transportation Agency
Joe Brenner, SEIU, Local 1021

Action: Conditionally approved Personal Services Contract Number 39548-13/14 with the proviso that the Municipal Transportation Agency continues to work with SEIU, Local 1021 to explore how the work can be completed in-house and to report back in one (1) year. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0302-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 48231-15/16 with the Department of Public Health. (Item No. 13)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48231-15/16	Department of Public Health	\$1,300,000	As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016.	Regular	3/31/2016

Speakers: Jacquie Hale, Department of Public Health
Terry Schultz, Department of Public Health
Emma Gerould, SEIU, Local 1021

Action: Conditionally approved Personal Services Contract Number 48231-15/16 for the duration of three (3) months. In addition, the Department of Public Health will report back with the hiring plan in December 2015. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0301-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4065-10/11 with the Department of Public Health. (Item No. 14)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-10/11	Department of Public Health	Current Approved Amount \$13,797,907 Increase Amount Requested \$4,370,000 New Total Amount Requested \$18,167,907	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call professional availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Modification	6/30/2016

Speakers: Jacquie Hale, Department of Public Health
Willie Ramirez, Department of Public Health
Mandana Siyadat, Department of Public Health
Joe Brenner, SEIU, Local 1021

Cont. 0301-15-8

Action: Conditionally approved Personal Services Contract Number 4065-10/11 with the proviso that: (1) the Department of Public Health will continue ongoing engagements with SEIU, Local 1021 to monitor, analyze, and evaluate the use of registry with the goal and commitment to reduce the use of and allocation of funding for registry positions over the next year. (2) The Department of Public Health will report back to the Civil Service Commission on progress in this regard including assessing and reducing the registry use, in six months and again in one year; (3) Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0306-15-4 Department of Human Resources' Secondary Criteria Approval Request for the H-30 and H-50 Examinations. (Item No. 15)

Speakers: Jen Lo, Department of Human Resources
Dave Johnson, Department of Human Resources
Sandra Eng, Civil Service Commission

Action: Adopted the report and approve the criteria. (Vote of 4 to 0)

0209-15-4 Appeal by Anthony Bryant of the Rejection of his Application for Class 5241 Engineer - Electrical Specialty. (Item No. 16)

Speakers: William Miles II, Department of Human Resources
Derek Kim, Municipal Transportation Agency
Anthony Bryant, Appellant

Action: Denied the appeal of Anthony Bryant and upheld the Human Resources Director's decision. (Vote of 4 to 0)

0208-15-4 Appeal by Anthony Bryant of the Rejection of his Application for Class 5211 Engineer/Architect/Landscape Architect Senior Electrical Specialty. (Item No. 17)

Speakers: William Miles II, Department of Human Resources
Derek Kim, Municipal Transportation Agency
Anthony Bryant, Appellant

Action: Denied the appeal of Anthony Bryant and upheld the Human Resources Director's decision. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

Commissioner Favetti requested staff to conduct an inspection service request on eligible list 5241 and 5211 with regard to appointments that were made from these eligible lists.

ADJOURNMENT (Item No. 19)

4:06 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

AGENDA Regular Meeting October 5, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

MICHAEL L. BROWN
EXECUTIVE OFFICER

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
DOCUMENTS DEPT

OCT - 1 2015

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service/, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 5, 2015
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES - Action Item**

Regular Meeting of September 21, 2015

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

COMMENDATION AGENDA

(5) **Commendation for E. Dennis Normandy, President, Civil Service Commission for his Dedicated Service to the City and County of San Francisco. (File No. 0316-15-1) – Action Item**

Recommendation: Accept the Commendation.

(6) **HUMAN RESOURCES DIRECTOR'S REPORT**

(7) EXECUTIVE OFFICER'S REPORTRATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(8) **Review of Request for Approval of Proposed Personal Services Contracts.**
(File No. 0318-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40634-15/16	Mayor's Office	\$1,500,000	The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.	Regular	5/25/2020
42505-15/16	Department of Public Health	\$1,000,000	Contractor(s) will provide clinical (operating room and e-referral), business (managed care), and operational (health, safety, security) support for software system implementation and related consulting or training needed to implement the Affordable Care Act and make the new San Francisco General Hospital building operational. Contractor(s) may provide as-needed technical support and systems training and support for DPH Information Technology staff, or ongoing support to facilitate utilization of these systems. The amount of the PSC is the Department's best estimate of the value of the professional services portion, excluding license and maintenance fees. This was formerly a subset of the previous PSC listed below. (PSC#4062-04/05)	Regular	6/30/2020
40119-14/15	Airport Commission	Current Approved Amount \$8,000,000 Increase Amount Requested \$1,220,000,000 New Total Amount Requested \$1,300,000,000	Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.	Modification	12/31/2021

Civil Service Commission Meeting Agenda

Regular Meeting of October 5, 2015

36476-15/16	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$200,000 New Total Amount Requested \$300,000	The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-orientated program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning twenty-four (24) hours each day. The contractor will demonstrate and aid in sorting of all material into three categories: recycle; compost; and landfill.	Modification	8/31/2018
4149-09/10	Department of Public Health	Current Approved Amount \$1,250,000 Increase Amount Requested \$8,000,000 New Total Amount Requested \$9,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.	Modification	6/30/2019

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (9) **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco.**
(File No. 0318-15-3) – Action Item

Recommendation: Adopt the report of the Office of Labor Standards Enforcement.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health. (File No. 0265-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation	Regular	12/31/2016

August 17, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of September 21, 2015 to allow all parties to be present for the appeal.

September 21, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of October 5, 2015 to allow the Department of Public Health more time to gather information.

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 41467-14/15; Notify the Office of the Controller and the Office of Contract Administration.

(11) Review of Request for Approval of Proposed Personal Services Contract Number 45417-14/15 with the Department of Public Health. (File No. 0299-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45417-14/15	Department of Public Health	\$424,908	Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually.	Regular	12/31/2020

September 21, 2015: Postponement for Personal Services Contract #45417-14/15 to October 5, 2015 to allow the Department of Public Health's program staff to attend. (Vote of 4 to 0)

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract Number 45417-14/15; Notify the Office of the Controller and the Office of Contract Administration.

(12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(13) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
October 5, 2015

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL (Item No. 1)

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

Excused (Notified Absence)
Present
Present
Present

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OCT 20 2015

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PUBLIC LIBRARY

Vice President Gina M. Roccanova presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of September 21, 2015

Action: Adopted the minutes. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown announced one (1) change to the Ratification Agenda.
Personal Services Contract Number 40119-14/15 current approved amount is \$80,000,000
and not \$8,000,000.

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15/15
MICHAEL L. BROWN
EXECUTIVE OFFICER

0316-15-1 Commendation for E. Dennis Normandy, President, Civil Service Commission for his Dedicated Service to the City and County of San Francisco. (Item No. 5)

Action: Accepted the Commendation. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Human Resources Director Micki Callahan announced that she had attended the International Public Management Association for Human Resources Conference in Denver to receive the IPMA-HR Agency Award for Excellence – Large Agency. Ms. Callahan was pleased and honored to receive the award on behalf of the Department of Human Resources.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

Executive Officer Michael Brown announced that there was one (1) EEO appeal that was withdrawn at the appellant's request for the month of September.

RATIFICATION AGENDA**0318-15-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40634-15/16	Mayor's Office	\$1,500,000	The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.	Regular	5/25/2020
42505-15/16	Department of Public Health	\$1,000,000	Contractor(s) will provide clinical (operating room and e-referral), business (managed care), and operational (health, safety, security) support for software system implementation and related consulting or training needed to implement the Affordable Care Act and make the new San Francisco General Hospital building operational. Contractor(s) may provide as-needed technical support and systems training and support for DPH Information Technology staff, or ongoing support to facilitate utilization of these systems. The amount of the PSC is the Department's best estimate of the value of the professional services portion, excluding license and maintenance fees. This was formerly a subset of the previous PSC listed below. (PSC#4062-04/05)	Regular	6/30/2020

Civil Service Commission Meeting Minutes

Regular Meeting of October 5, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40119-14/15 <i>Amended</i>	Airport Commission	Current Approved Amount \$60,000,000 Increase Amount Requested \$1,220,000,000 New Total Amount Requested \$1,300,000,000	Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.	Modification	12/31/2021
36476-15/16	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$200,000 New Total Amount Requested \$300,000	The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-orientated program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning twenty-four (24) hours each day. The contractor will demonstrate and aid in sorting of all material into three categories: recycle, compost, and landfill.	Modification	8/31/2018
4149-09/10	Department of Public Health	Current Approved Amount \$1,250,000 Increase Amount Requested \$8,000,000 New Total Amount Requested \$9,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.	Modification	6/30/2019

Speakers: None.**Action:** Adopted the report and approved the request for all the Personal Services Contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)**CONSENT AGENDA****0318-15-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 9)****Speakers:** Ellen Love, Office of Labor Standards Enforcement**Action:** Adopted the report of the Office of Labor Standards Enforcement. (Vote of 3 to 0)

REGULAR AGENDA**0265-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	12/31/2016

August 17, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of September 21, 2015 to allow all parties to be present for the appeal.

September 21, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of October 5, 2015 to allow the Department of Public Health more time to gather information.

Speakers: Jacquie Hale, Department of Public Health (DPH)
Joe Brenner, SEIU, Local 1021

Action: Conditionally approved with the following provisions:
1) DPH will develop a plan for specific Civil Service classifications to be supported in their efforts to obtain American Board Encephalographic Technologist (CNIM) certification in order to obtain qualifications to perform this work, within the constraints of staffing and workload considerations, including providing time off if possible and asking the contractor about opportunities; 2) DPH will meet with SEIU, Local 1021 to review this plan; 3) DPH will examine whether or not 2320 Registered Nurses will perform the patient monitoring associated with this service; and 4) DPH will report back to the Civil Service Commission on progress in this regard after one year. 5) DPH will review the advisability of having the City purchase the neuromonitoring equipment in lieu of renting or leasing it. 6) Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0299-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 45417-14/15 with the Department of Public Health. (Item No. 11)

FSC#	Department	Amount	Type of Service	Type of Approval	Duration
45417-14/15	Department of Public Health	\$424,908	Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually.	Regular	12/31/2020

September 21, 2015: Postponement for Personal Services Contract #45417-14/15 to October 5, 2015 to allow the Department of Public Health's program staff to attend. (Vote of 4 to 0)

Speakers: Jacquie Hale, DPH

Action: Adopted the report. Approve the request for proposed Personal Services Contract Number 45417-14/15; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

2:23 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

GOVERNMENT
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OCT 14 2015

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DOUGLAS S. CHAN
PRESIDENT

AGENDA
Regular Meeting
October 19, 2015

GINA M. ROCCANOVA
VICE PRESIDENT

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

MICHAEL L. BROWN
EXECUTIVE OFFICER

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10/19/15

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of October 19, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

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The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 19, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Rocanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of October 5, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0323-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45582-15/16	Airport Commission	\$2,000,000	Work includes the development of geodetic control, imagery control, project survey and quality control plans; aeronautical survey; airspace analyses, obstruction surveys, and boundary surveys; capture, conversion, and upload of planimetric data to the FAA (Federal Aviation Administration) AGIS (Airport Geographic Information System); capture of terrestrial and LIDAR (Laser Imaging Detecting and Ranging) data; BIM (Building Information Management) integration; and the coordination and submittal of electronic Airport Layout Plans. Contractor will be responsible for the flight services required for the aeronautical survey.	Regular	6/30/2021
42988-15/16	Public Utilities Commission	\$30,000,000	To provide specialized expertise for the Hetch Hetchy Capital Projects to assist in the areas of: structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, project & program management services, tunnel analysis and inspection, quality assurance, value engineering, and peer review. These capital projects are needed to upgrade and improve existing aging infrastructure, so it will meet the challenges of today and the future. The facilities that will be improved include Hetch Hetchy water and power infrastructure, such as pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, communication and security systems, and roadways. This City-led Program is located in remote areas of the Hetch Hetchy Water and Power system, and the City needs the services of experienced engineering management firms to provide technical and managerial expertise and staff augmentation at Moccasin, California.	Regular	4/30/2021
4010-12/13	General Services Agency – Public Works	Current Approved Amount \$4,500,000 Increase Amount Requested \$5,200,000 New Total Amount Requested \$9,700,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	Modification	01/31/2021

Civil Service Commission Meeting Agenda

Regular Meeting of October 19, 2015

FSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-09/10	General Services Agency – Public Works	Current Approved Amount \$11,400,000 Increase Amount Requested \$7,400,000 New Total Amount Requested \$18,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.	Modification	12/31/2022
33441-13/14	Economic and Workforce Development	Current Approved Amount \$100,000 Increase Amount Requested \$300,000 New Total Amount Requested \$400,000	Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.	Modification	6/30/2017
32412-14/15	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$150,000 New Total Amount Requested \$250,000	The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data, utilize Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.	Modification	6/30/2017
3012-13/14	Municipal Transportation Agency	Current Approved Amount \$1,049,000 Increase Amount Requested \$3,000,000 New Total Amount Requested \$4,049,000	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	Modification	10/31/2018
45100-14/15	Police Department	Current Approved Amount \$2,040,000 Increase Amount Requested \$300,000 New Total Amount Requested \$2,340,000	Bicycle safety registration program for bicycle theft prevention will be expanded due to increasing bicycle ridership in San Francisco and increased bicycle theft.	Modification	6/30/2018
4163-06/07	General Services Agency - Technology	Current Approved Amount \$281,1750 Increase Amount Requested \$100,000 New Total Amount Requested \$381,750	Host Internet video streaming of SFGTV, the San Francisco Government Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.	Modification	6/30/2016

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (8) **Quarterly Report of Personal Services Contract Number 4070-09/10 from the Department of Technology. (File No. 0324-15-8) – Action Item**

Recommendation: Adopt the report.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**

Civil Service Commission

Civil Service Commission - October 19, 2015 - Minutes

Meeting Date:

October 19, 2015 (All day)

Location:

1 Dr. Carlton B. Goodlett Place Room 400
San Francisco, CA 94102
United States

MINUTES

Regular Meeting

October 19, 2015

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

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2:03 p.m.

ROLL CALL (Item No. 1)

President Douglas S. Chan

Present

Vice President Gina M. Rocanova

Present

Commissioner Kate Favetti

Present

Commissioner Scott R. Heldfond

Present

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of October 5, 2015

Action:

Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Human Resources Director Micki Callahan made two announcements. First, she extended her condolences to the family of David Novogrodsky's. Mr. Novogrodsky was an active Union leader and previous Director of International Federation of Technical and Professional Engineers, Local 21. A memorial service will be held on November 6, 2015 at the ILWU Local 34 Union Hall from 5:30p.m. to 8:30 p.m. Second, the Department of Human Resources (DHR) is proceeding with administering the H-50 Assistant Chief examination for the Fire Department. Through current litigation from the 2009 administration of the exam, a judge awarded through court order the plaintiffs the ability to obtain a copy of the rating key and view all the exam material. Non-plaintiffs now believe that the plaintiffs have a competitive advantage due to having access to the previous examination material. DHR will be coming to the Commission with the recommendation to release the same information to non-plaintiffs to eliminate the perception that some people will have an unfair advantage in the future examination process.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown made four (4) announcements: 1) There was one appeal withdrawn by SEIU, Local 1021 regarding a Personal Services Contract. 2) No appeals were administratively resolved for the month of October. 3) In regards to the Sunshine Ordinance Taskforce (SOTF) meeting of October 7, 2015, the SOTF voted to table (administratively close) Mr. Alvin Johnson's multiple complaints and alleged violations that were filed against various City departments based on his refusal to attend the SOTF hearing. SOTF will also be working on a document to distribute to City departments advising how to handle complaints such as Mr. Johnson by using the Good Government Guide. 4) The Executive Officer provided training on October 16, 2015 regarding the Civil Service Commission and Merit System to a group of 1649 Accountant Interns with the Controller's office. The presentation was well received.

RATIFICATION AGENDA

0323-15-8

Review of Request for Approval of Proposed Personal Services Contracts.

(Item No. 7)

PSC#

Department

Amount

Type of Service

Type of Approval

Duration

45582-15/16

Airport Commission

\$2,000,000

Work includes the development of geodetic control, imagery control, project survey and quality control plans; aeronautical survey; airspace analyses, obstruction surveys, and boundary surveys; capture, conversion, and upload of planimetric data to the FAA (Federal Aviation Administration) AGIS (Airport Geographic Information System); capture of terrestrial and LIDAR (Laser Imaging Detecting and Ranging) data; BIM (Building Information Management) integration; and the coordination and submittal of electronic Airport Layout Plans. Contractor will be responsible for the flight services required for the aeronautical survey.

Regular

6/30/2021

PSC#

Department

Amount

Type of Service

Type of Approval

Duration

42988-15/16

Public Utilities Commission

\$30,000,000

To provide specialized expertise for the Hetch Hetchy Capital Projects to assist in the areas of: structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, project & program management services, tunnel analysis and inspection, quality assurance, value engineering, and peer review. These capital projects are needed to upgrade and improve existing aging infrastructure, so it will meet the challenges of today and the future. The facilities that will be improved include Hetch Hetchy water and power infrastructure, such as pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, communication and security systems, and roadways. This City-led Program is located in remote areas of the Hetch Hetchy Water and Power system, and the City needs the services of experienced engineering management firms to provide technical and managerial expertise and staff augmentation at Moccasin, California.

Regular

4/30/2021

4010-12/13

General Services Agency – Public Works

Current Approved Amount

\$4,500,000

Increase Amount Requested

\$5,200,000

New Total Amount Requested

\$9,700,000

Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.

Modification

01/31/2021

4075-09/10

General Services Agency – Public Works

Current Approved Amount

\$11,400,000

Increase Amount Requested

\$7,400,000

New Total Amount Requested

\$18,800,000

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.

Modification

12/31/2022

33441-13/14

Economic and Workforce Development

Current Approved Amount

\$100,000

Increase Amount Requested

\$300,000

New Total Amount Requested

\$400,000

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two

years.

Modification

6/30/2017

PSC#

Department

Amount

Type of Service

Type of Approval

Duration

32412-14/15

Municipal Transportation Agency

Current Approved Amount

\$100,000

Increase Amount Requested

\$150,000

New Total Amount Requested

\$250,000

The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.

Modi-fication

6/30/2017

3012-13/14

Municipal Transportation Agency

Current Approved Amount

\$1,049,000

Increase Amount Requested

\$3,000,000

New Total Amount Requested

\$4,049,000

The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.

Modi-fication

10/31/2018

45100-14/15

Police Department

Current Approved Amount

\$2,040,000

Increase Amount Requested

\$300,000

New Total Amount Requested

\$2,340,000

Bicycle safety registration program for bicycle theft prevention will be expanded due to increasing bicycle ridership in San Francisco and increased bicycle theft.

Modi-fication

6/30/2018

4163-06/07

General Services Agency - Technology

Current Approved Amount

\$281,1750

Increase Amount Requested

\$100,000

New Total Amount Requested

\$381,750

Host Internet video streaming of SFGTV, the San Francisco Government Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.

Modi-fication

6/30/2016

Speakers:

Deanna Desedas, Municipal Transportation Agency spoke on PSC #3012-13/14.

Jolie Gines, General Services Agency – Technology spoke on PSC #4163-06/07.

Stanley DeSouza and Tiffany Tsang, Department of Public Works spoke on PSC #4075-09/10.

Action:

- 1) Conditionally approved PSC #3012-13/14 with the proviso that the department requests the provider to increase the threshold in hiring San Francisco residents. (Vote of 4 to 0)
- 2) Conditionally approved PSC #4163-06/07 with the proviso that the department will properly answer Question 6B. (Vote of 4 to 0)
- 3) Conditionally approved PSC #4075-09/10 with the proviso that the department will submit the previous Form 1 with the Commission's Notice of Action from the initial approval. In addition, after 2022 the department will refile this Personal Services Contract as a regular contract rather than a modification.

(Vote of 4 to 0)

4) Approved the request for all remaining PSCs (PSC numbers 45582-15/16, 42988-15/16, 4010-12/13, 33441-13/14, 32412-14/15 and 45100-14/15). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

REGULAR AGENDA

0324-15-8

**Quarterly Report of Personal Services Contract Number 4070-09/10 from the Department of Technology.
(Item No. 8)**

Speakers:

Fan-Wa Wong, Department of Technology

Action:

Adopted the report. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

For Personal Services Contracts on the Modification Agenda, Commissioner Favetti requested departments to include previous Personal Services Contract information such as Form 1 to confirm that the scope of work has not changed and the Commission's Notice of Action to check if there were any special requirements or conditions that were attached to the Commission's approval.

ADJOURNMENT (Item No. 10)

The Civil Service Commission meeting was dedicated to the memory of David Novograsdky, activist, Union Leader and prior Director of IFPTE Local 21, who passed away on September 14, 2015. The Commissioners directed the Executive Officer to send a letter of condolences to the family. The meeting adjourned at 2:46 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

10-22-2015 08:03:12 8040

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October 22, 2015

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: PROPOSED AMENDMENT TO CIVIL SERVICE COMMISSION
RULES APPLICABLE TO THE UNIFORMED RANKS OF THE FIRE
DEPARTMENT, VOLUME III RULE 311 – EXAMINATIONS.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **November 2, 2015 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place. The Civil Service Commission shall consider a proposed rule change to Volume III of its Rules governing Uniformed Ranks of the Fire Department. The proposed rule change would expressly authorize the Civil Service Commission and/or the Human Resources Director to disclose examination questions and scoring keys and related examination information. The proposed rule change may be phrased in general terms, or may contain one or more limitations, including (but not limited to) such issues as the timing of authorized disclosures, the examinations as to which the rule would apply (for example, it could be limited to a particular exam such as the upcoming H-50 Assistant Chief exam), and the duration of the rule.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

Cc: Heather Buren, United Fire Service Women
Jesusa Bushong, San Francisco Fire Department
Norm Caba, Asian Firefighters' Association
Micki Callahan, Department of Human Resources
Jared Cooper, Firefighter-Paramedic Association
Tony Dumont, EMS Officer's Association
Mariano Elias, Los Bomberos de San Francisco
Mark A. Gonzales, San Francisco Fire Department
Raymond Guzman, San Francisco Fire Department
Chief Joanne Hayes-White, San Francisco Fire Department
Dave Johnson, Department of Human Resources
Susan Gard, Department of Human Resources
John Kraus, Department of Human Resources
Tom O' Connor, San Francisco Firefighters Local 798
Bryan Rubenstein, San Francisco Fire Chief's Association
Kevin Smith, Black Firefighter's Association
Commission File
Commissioner's Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the *Consent Agenda* or *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

II. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting November 2, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of November 2, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 2, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of October 19, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0336-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47451-15/16	Airport Commission	\$4,000,000	Corporate Trustee and Commercial Banking Services are required in connection with the SFO On-Airport Hotel Project. The work includes bond trustee services, e.g. payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, assistance on other bond matters and other financial instruments, and representing bondholders in event of default by the Airport. The service provider will also serve as a commercial bank to collect and safeguard hotel revenues from the hotel operator on a daily basis, and will ensure hotel revenues are directed into appropriate debt service and reserve accounts relating to the hotel and the bonds. Finally, the service provider will provide credit card processing, wire transfer, and check processing services as needed.	Regular	6/30/2029
4069-11/12	Airport Commission	Current Approved Amount \$150,000 Increase Amount Requested \$525,000 New Total Amount Requested \$675,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system. The maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation and/or connection of new or recovered buoys.	Modification	6/30/2021
4108-10/11	Airport Commission	Current Approved Amount \$885,000 Increase Amount Requested \$650,000 New Total Amount Requested \$1,535,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	Modification	6/30/2019
41657-13/14	Airport Commission	Current Approved Amount \$150,000 Increase Amount Requested \$150,000 New Total Amount Requested \$300,000	The consultant will perform an assessment of the San Francisco International Airport's (SFO) 9-1-1 public safety answering point (PSAP) and communications center operations including radio communications systems and how it compares to other airport PSAPs and to PSAPs in the nine San Francisco Bay Area counties; provide expert consultative services to develop a vision of what Next Generation 9-1-1 (NG9-1-1) is for SFO; and provide a migration plan for SFO to move from an Enhanced 9-1-1 (E9-1-1) to a NG9-1-1 system. The consultant must have knowledge of PSAP and radio services operations and systems assessment; knowledge of the specialized technology involved with operating public safety radio systems and transitioning from a time division multiplexing (TDM)-based public safety/emergency services network to an internet protocol (IP)-based network environment; knowledge of current industry technologies, standards of excellence, and the regulatory/legislative environment; and experience with the development of a NG9-1-1 migration plan in a multi-jurisdictional environment.	Modification	6/30/2019

Civil Service Commission Meeting Agenda

Regular Meeting of November 2, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46827-14/15	Airport Commission	Current Approved Amount \$50,000,000 Increase Amount Requested \$210,000,000 New Total Amount Requested \$260,000,000	The project requires Design-Build (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project.	Modification	12/31/2019
45401-13/14	Public Utilities Commission	Current Approved Amount \$5,000,000 Increase Amount Requested \$100,000,000 New Total Amount Requested \$105,000,000	The San Francisco Public Utilities Commission (SFPUC) requires schedule coordination through the California Independent System Operator (CAISO), for power trading services to optimize the SFPUC's short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge.	Modification	6/16/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

(8) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2016. (File No. 0337-15-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by John Gee on the Rejection of his Application for the Class 7430 Assistant Electronic Maintenance Examination. (File No. 0294-15-4) – Action Item

Recommendation: Deny the appeal of John Gee and uphold the Municipal Transportation Director's decision.

- (10) **Appeal by William Storti of the Rejection of his Application for the H-50 Assistant Chief Examination. (File No. 0331-15-4)**

Recommendation: Adopt the report and deny the appeal of William Storti.

- (11) **Department of Human Resources' Report on the Release of the H-50 Exam and Scoring Key. (File No. 0339-15-5)**

Recommendation: Adopt the report and approve the Release of the 2010 H-50 examinations and scoring key.

- (12) **Proposed Amendment to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311 – Examinations with possible deletion of Rule 311.10.1. (File No. 0340-15-5)**

The proposed rule would expressly authorize the Civil Service Commission and/or the Director of Human Resources to disclose examination questions and scoring keys and related examination information. The proposed rule may be phrased in general terms, or may contain one or more limitations, including (but not limited to) such issues as the timing of authorized disclosures, the examinations as to which the rule would apply (for example, it could be limited to a particular exam such as the upcoming H-50 Assistant Chief exam), and the duration of the rule.

Recommendation: Accept the Executive Officer's staff report, incorporate any changes made by the Commission; direct the Executive Officer to post the proposed Rule 311 for adoption following the meet and discuss with the affected labor union(s) and interested stakeholders.

- (13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) **ADJOURNMENT**





CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES

Regular Meeting

November 2, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL (Item No. 1)

President Douglas S. Chan	Present
Vice President Gina M. Rocanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of October 19, 2015

Action Adopted the minutes. (Vote of 4 to 0)

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown announced that Sin Yee Poon, SEIU, Local 1021 Chapter President submitted an appeal to challenge his decision to conduct an inspection service. The appeal was originally scheduled for the November 2, 2015 Agenda, however do the lack of quorum the item has been rescheduled for November 16, 2015 as a Special Order of Business starting at 5 p.m. Mr. Brown also suggested to the Commissioner's to review Item #11 (Department of Human Resources' Report on the Release of the H-50 Exam and Scoring Key) and #12 (Proposed Amendment to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311 – Examinations with the possible deletion of Rule 311.10.1) together since both items are related.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown made two (2) announcements: 1) There was one (1) appeal that was administratively resolved for the month of October. Second, Mr. Brown met with Local 21 and engaged in meet and greet discussions. Mr. Brown will be conducting training sessions for Local 21 in January 2016 to address specific areas of the merit system. In addition, he agreed to be interviewed for their next newsletter.

RATIFICATION AGENDA**0336-15-8 Review of Request for Approval of Proposed Personal Services Contracts.**
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47451-15/16	Airport Commission	\$4,000,000	Corporate Trustee and Commercial Banking Services are required in connection with the SFO On-Airport Hotel Project. The work includes bond trustee services, e.g. payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, assistance on other bond matters and other financial instruments, and representing bondholders in event of default by the Airport. The service provider will also serve as a commercial bank to collect and safeguard hotel revenues from the hotel operator on a daily basis, and will ensure hotel revenues are directed into appropriate debt service and reserve accounts relating to the hotel and the bonds. Finally, the service provider will provide credit card processing, wire transfer, and check processing services as needed.	Regular	6/30/2029
4069-11/12	Airport Commission	Current Approved Amount \$150,000 Increase Amount Requested \$525,000 New Total Amount Requested \$675,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system. The maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation and/or connection of new or recovered buoys.	Modification	6/30/2021

Civil Service Commission Meeting Minutes

Regular Meeting of November 2, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4108-10/11	Airport Commission	Current Approved Amount \$885,000 Increase Amount Requested \$650,000 New Total Amount Requested \$1,535,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	Modification	6/30/2019
41657-13/14	Airport Commission	Current Approved Amount \$150,000 Increase Amount Requested \$150,000 New Total Amount Requested \$300,000	The consultant will perform an assessment of the San Francisco International Airport's (SFO) 9-1-1 public safety answering point (PSAP) and communications center operations including radio communications systems and how it compares to other airport PSAPs and to PSAPs in the nine San Francisco Bay Area counties; provide expert consultative services to develop a vision of what Next Generation 9-1-1 (NG9-1-1) is for SFO; and provide a migration plan for SFO to move from an Enhanced 9-1-1 (E9-1-1) to a NG9-1-1 system. The consultant must have knowledge of PSAP and radio services operations and systems assessment; knowledge of the specialized technology involved with operating public safety radio systems and transitioning from a time division multiplexing (TDM)-based public safety/emergency services network to an internet protocol (IP)-based network environment; knowledge of current industry technologies, standards of excellence, and the regulatory/legislative environment; and experience with the development of a NG9-1-1 migration plan in a multi-jurisdictional environment.	Modification	6/30/2019
46827-14/15	Airport Commission	Current Approved Amount \$50,000,000 Increase Amount Requested \$210,000,000 New Total Amount Requested \$260,000,000	The project requires Design-Build (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project.	Modification	12/31/2019
45401-13/14	Public Utilities Commission	Current Approved Amount \$5,000,000 Increase Amount Requested \$100,000,000 New Total Amount Requested \$105,000,000	The San Francisco Public Utilities Commission (SFPUC) requires schedule coordination through the California Independent System Operator (CAISO), for power trading services to optimize the SFPUC's short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge.	Modification	6/16/2020

Speakers:

None.

Recommendation:

Adopted the report and approved all Personal Services Contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

CONSENT AGENDA

**0337-15-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2016.
(Item No. 8)**

Action: Adopted the report. (Vote of 4 to 0)

REGULAR AGENDA

0294-15-4 Appeal by John Gee on the Rejection of his Application for the Class 7430 Assistant Electronic Maintenance Examination. (Item No. 9)

Speakers: Regina Tharayil, Municipal Transportation Agency
Clare Leung, Municipal Transportation Agency

Action: Postponed John Gee's appeal to the next meeting of November 16, 2015 so that Municipal Transportation Agency can explain the relationship between the job analysis and education requirement and specifically address why work experience is not considered as a possible substitution for the two (2) years of education requirement. John Gee failed to appear. (Vote for 3 to 1; Commissioner Heldfond dissented)

0331-15-4 Appeal by William Storti of the Rejection of his Application for the H-50 Assistant Chief Examination. (Item No. 10)

Speakers: Dave Johnson, Department of Human Resources
John Kraus, Department of Human Resources
Ray Guzman, San Francisco Fire Department
William Storti, Appellant

Action: Adopted the report and denied the appeal of William Storti.
(Vote of 4 to 0)

0339-15-5 Department of Human Resources' Report on the Release of the H-50 Exam and Scoring Key. (Item No. 11)

Speakers: John Kraus, Department of Human Resources

Action: Postponed this item to the next meeting of November 16, 2015.
(Vote of 4 to 0)

0340-15-5 Proposed Amendment to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311 – Examinations with possible deletion of Rule 311.10.1. (Item No. 12)

The proposed rule would expressly authorize the Civil Service Commission and/or the Director of Human Resources to disclose examination questions and scoring keys and related examination information. The proposed rule may be phrased in general terms, or may contain one or more limitations, including (but not limited to) such issues as the timing of authorized disclosures, the examinations as to which the rule would apply (for example, it could be limited to a particular exam such as the upcoming H-50 Assistant Chief exam), and the duration of the rule.

Speakers: Michael Brown, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission

Action: Accepted the Executive Officer's staff report and approved the new language to read as, "Notwithstanding any other provisions of this Rule 300 Series, the test questions, rating keys, and similar information pertaining to the H-50 Assistant Chief examination administered in 2010 may be disclosed by the Director of Human Resources subject to Civil Service Commission approval on a nondiscriminatory basis to persons scheduled to take a subsequent H-50 Assistant Chief examination to be administered following adoption of this provision." The Commission directed the Executive Officer to post the proposed Rule 311 for immediate adoption following the meet and discuss with the affected labor union(s) and interested stakeholders. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Executive Officer Michael Brown announced that the next Commission meeting of November 16, 2015 will begin at 3 p.m.

ADJOURNMENT (Item No. 14)

3:03 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

November 3, 2015

NOTICE

The Civil Service Commission Regular Meeting of Monday, November 16, 2015 will begin at 3:00 p.m. in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place. Future meetings will resume at the regular scheduled time of 2:00 p.m. Please note the time change.

As a reminder, the 3:00 p.m. start time for the November 16, 2015 Civil Service Commission Meeting will be posted with the November 16, 2015 Civil Service Commission Regular Agenda.

CIVIL SERVICE COMMISSION

Michael L. Brown
Executive Officer

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PRESIDENT

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KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

AGENDA Regular Meeting November 16, 2015

→ 3:00 p.m. ←
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SPECIAL ORDER OF BUSINESS

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of November 16, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsuprvs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 16, 2015
3:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of November 2, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0357-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
31773-15/16	Economic and Workforce Development	\$375,000	The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.	Regular	6/30/2017
40631-15/16	Public Utilities Commission	\$8,500,000	Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's inline magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines.	Regular	12/1/2020
41832-15/16	Public Utilities Commission	\$15,000,000	The San Francisco Public Utilities (SFPUC) requires design support for mitigating transmission clearance deficiencies that do not meet state and federal safety clearance standards. The Hetch Hetchy Water & Power (HHWP) Power Transmission Line Clearance Mitigation will consist of mitigating all spans of subject circuits that have been identified as being noncompliant with California Public Utilities Commission's General Order 95 and National Electrical Safety Code clearances as identified in the HHWP Transmission Line Mitigation Transmission Plan condition assessment report. The scope of mitigating these identified spans will be in compliance with applicable codes and design standards and may require structure raises, facility or equipment modifications and/or replacements.	Regular	12/1/2025

Civil Service Commission Meeting Agenda

Regular Meeting of November 16, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40214-15/16	Department of Public Health	\$1,500,000	The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In additional DPH will also need specialized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.	Regular	12/31/2019
42016-15/16	Municipal Transportation Agency	\$9,800,000	Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.	Regular	12/31/2021
45945-13/14	Airport Commission	Current Approved Amount \$17,000,000 Increase Amount Requested \$20,000,000 New Total Amount Requested \$37,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	Modification	7/30/2019
4127-10/11	Airport Commission	Current Approved Amount \$8,250,000 Increase Amount Requested \$6,500,000 New Total Amount Requested \$14,750,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	Modification	12/31/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49599-14/15	General Services Agency	Current Approved Amount \$150,000 Increase Amount Requested \$250,000 New Total Amount Requested \$400,000	Phase 1: Provide peer review for architectural and engineering designs related to the construction of a new Fleet Maintenance Facility Phase 2: Provide oversight for construction management tasks during the construction of the Facility.	Modification	12/31/2017
4151-09/10 <i>Moved to the Regular Agenda due to SEIU, Local 1021's appeal.</i>	Public Health	Current Approved Amount \$150,074,786 Increase Amount Requested \$117,951,000 New Total Amount Requested \$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Modification	12/31/2017
4160-09/10 <i>Moved to the Regular Agenda due to SEIU, Local 1021's appeal.</i>	Public Health	Current Approved Amount \$32,497,542 Increase Amount Requested \$26,840,000 New Total Amount Requested \$59,337,542	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Modification	12/31/2017
49607-15/16	Public Health	Current Approved Amount \$2,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$7,000,000	Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.	Modification	6/30/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

(8) Municipal Transportation Agency's Annual Review of Exempt and Non-Exempt Classifications. (File No. 0359-15-2) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of Request for Approval of Proposed Personal Services Contract Number 4151-09/10 from the Department of Public Health. (File No. 0353-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4151-09/10	Public Health	Current Approved Amount \$150,074,786 Increase Amount Requested \$117,951,000 New Total Amount Requested \$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Modification	12/31/2017

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 4151-09/10; Notify the Office of the Controller and the Office of Contract Administration.

(10) Review of Request for Approval of Proposed Personal Services Contract Number 4160-09/10 from the Department of Public Health. (File No. 0354-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-09/10	Public Health	Current Approved Amount \$32,497,542 Increase Amount Requested \$26,840,000 New Total Amount Requested \$59,337,542	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Modification	12/31/2017

Cont. 0354-15-8

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 4160-09/10; Notify the Office of the Controller and the Office of Contract Administration.

(11) Appeal by John Gee on the Rejection of his Application for the Class 7430 Assistant Electronic Maintenance Examination. (File No. 0294-15-4) – Action Item

November 2, 2015: Postponed John Gee's appeal to the next meeting of November 16, 2015 so that Municipal Transportation Agency can explain the relationship between the job analysis and education requirement and specifically address why work experience is not considered as a possible substitution for the two (2) years of education requirement. John Gee failed to appear. (Vote for 3 to 1; Commissioner Heldfond dissented)

Recommendation: Deny the appeal of John Gee and uphold the Municipal Transportation Director's decision.

(12) Appeal by Susan Owyong of the Rejection of her Application for the Class 1202 Personnel Clerk. (File No. 0313-15-4)

Recommendation: Adopt the report and deny the appeal of Susan Owyong.

(13) Appeal by Susan Owyong of the Rejection of her Application for the Class 1204 Senior Personnel Clerk. (File No. 0312-15-4)

Recommendation: Adopt the report and deny the appeal of Susan Owyong.

(14) Appeal by Nicol P. Juratovac of the Rejection of her Application for the H-50 Assistant Chief Examination. (File No. 0332-15-4)

Recommendation: Adopt the report and deny the appeal of Nicol Juratovac.

(15) Department of Human Resources' Report on the Release of the H-50 Exam and Scoring Key. (File No. 0339-15-5)

November 2, 2015: Postponed this item to the next meeting of November 16, 2015. (Vote of 4 to 0)

Recommendation: Adopt the report and approve the Release of the 2010 H-50 examinations and scoring key.

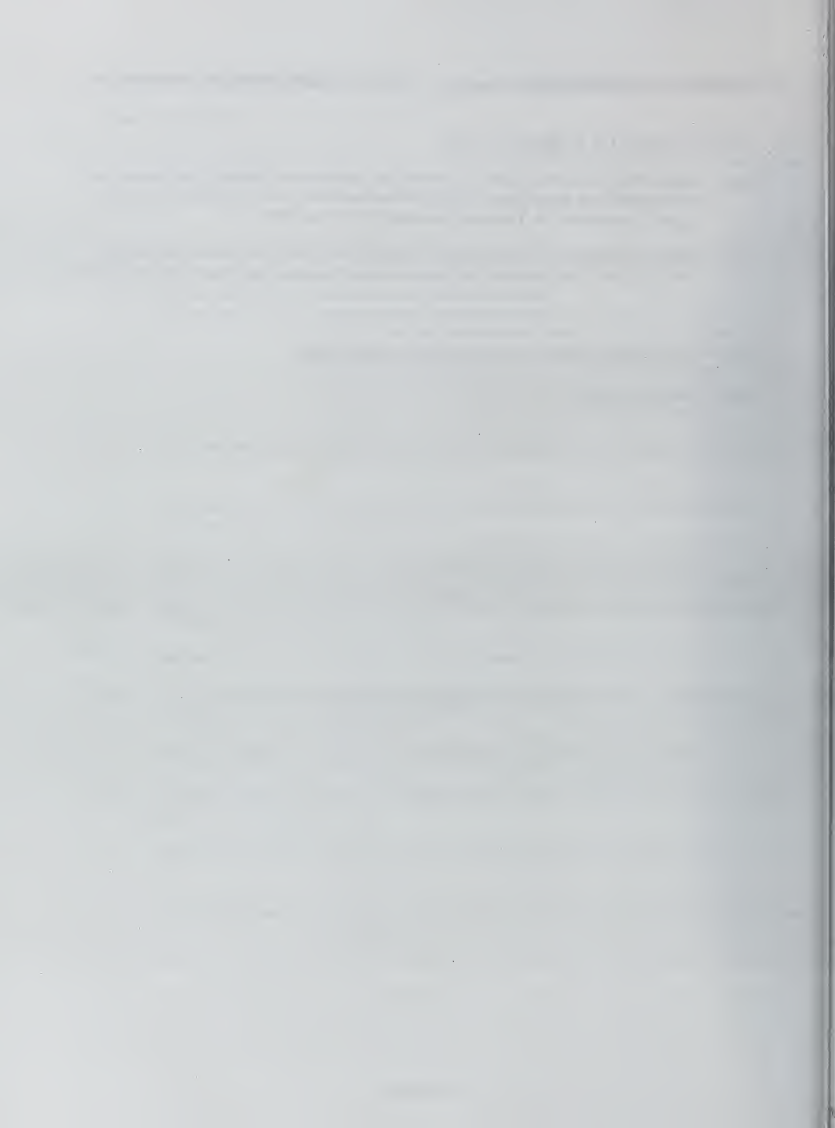
SPECIAL ORDER OF BUSINESS – 5 p.m.

- (16) **Appeal by Sin Yee Poon, SEIU, Local 1021 for the Executive Officer's Decision to Deny her Appeal of the Post-Referral Selection Process for the Class 9703 Human Services Agency Employment & Training Specialist II. (File No. 0360-15-1)**

Recommendation: Deny the appeal by Sin Yee Poon, SEIU, Local 1021, opposing the Executive Officer's decision to invoke an Inspection Service for the 9703 Employment and Training Specialist II Post Referral Process at the Human Services Agency.

- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MINUTES Regular Meeting November 16, 2015

3:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

3:04 p.m.

ROLL CALL (Item No. 1)

MICHAEL L. BROWN
EXECUTIVE OFFICER

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present (Departed at 5:45 p.m.)

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 2, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

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ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown made five (5) announcements: 1) On the Regular Agenda, Item #9 (Review of Request for Approval of Proposed Personal Services Contract Number 4151-09/10 from the Department of Public Health (DPH)) and Item #10 (Review of Request for Approval of Proposed Personal Services Contract Number 4160-09/10 from the Department of Public Health) were postponed to the next Commission meeting of December 7 at the request of the DPH and SEIU, Local 1021 to allow more time for discussion; 2) On Item #12 (Appeal by Susan Owyong of the Rejection of her Application for the Class 1202 Personnel Clerk) and Item #13 (Appeal by Susan Owyong of the Rejection of her Application for the Class 1204 Senior Personnel Clerk), the appellant requested that both of her appeals be heard without her presence since she will be out of the country; 3) On Item #14 (Appeal by Nicol P. Juratovac of the Rejection of her Application for the H-50 Assistant Chief Examination), the appellant withdrew her appeal; 4) Civil Service Commission amendment to Rule 31 was adopted November 13, 2015; and 5) Read on record a letter from Norm Caba's, Asian Firefighters. The letter states that in their point of view, "...all promotional processes should be completely transparent throughout the entire process."

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Human Resources Director Micki Callahan announced the second day of implicit bias training for City Managers was in progress. The City will be moving forward to "train the trainer" with anticipation of rolling this training out to all City employees. Some thought will go into the specific training need for the targeted audience and may be rolled out similar to our harassment training. The difference being harassment training is legally mandated and implicit bias training would be required as a policy decision.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Michael Brown has conducted introductory meetings with the following (5) five City Departments – Department of Public Health, Human Services Agency, Municipal Transportation Agency, San Francisco International Airport, and Public Utilities Commission. Mr. Brown will be reporting on some of the issues raised during those discussions at the next meeting of December 7, 2015.

RATIFICATION AGENDA**0357-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
31773-15/16	Economic and Workforce Development	\$375,000	The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.	Regular	6/30/2017
40631-15/16	Public Utilities Commission	\$8,500,000	Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's inline magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines.	Regular	12/1/2020
41832-15/16	Public Utilities Commission	\$15,000,000	The San Francisco Public Utilities (SFPUC) requires design support for mitigating transmission clearance deficiencies that do not meet state and federal safety clearance standards. The Hetch Hetchy Water & Power (HHWP) Power Transmission Line Clearance Mitigation will consist of mitigating all spans of subject circuits that have been identified as being noncompliant with California Public Utilities Commission's General Order 95 and National Electrical Safety Code clearances as identified in the HHWP Transmission Line Mitigation Transmission Plan condition assessment report. The scope of mitigating these identified spans will be in compliance with applicable codes and design standards and may require structure raises, facility or equipment modifications and/or replacements.	Regular	12/1/2025
40214-15/16	Department of Public Health	\$1,500,000	The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.	Regular	12/31/2019

Civil Service Commission Meeting Minutes

Regular Meeting of November 16, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42016-15/16	Municipal Transportation Agency	\$9,800,000	Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.	Regular	12/31/2021
45945-13/14	Airport Commission	Current Approved Amount \$17,000,000 Increase Amount Requested \$20,000,000 New Total Amount Requested \$37,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	Modification	7/30/2019
4127-10/11	Airport Commission	Current Approved Amount \$8,250,000 Increase Amount Requested \$6,500,000 New Total Amount Requested \$14,750,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	Modification	12/31/2020
49599-14/15	General Services Agency	Current Approved Amount \$150,000 Increase Amount Requested \$250,000 New Total Amount Requested \$400,000	Phase 1: Provide peer review for architectural and engineering designs related to the construction of a new Fleet Maintenance Facility Phase 2: Provide oversight for construction management tasks during the construction of the Facility.	Modification	12/31/2017
4151-09/10 <i>Moved to the Regular Agenda due to SEIU, Local 1021's appeal.</i>	Public Health	Current Approved Amount \$150,074,786 Increase Amount Requested \$117,951,000 New Total Amount Requested \$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Modification	12/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-09/10 <i>Moved to the Regular Agenda due to SEIU, Local 1021's appeal.</i>	Public Health	Current Approved Amount \$32,497,542 Increase Amount Requested \$26,840,000 New Total Amount Requested \$59,337,542	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Modification	12/31/2017
49607-15/16	Public Health	Current Approved Amount \$2,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$7,000,000	Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.	Modification	6/30/2020

Speakers: Alaric Degrafinried, Public Utilities Commission

Recommendation: 1) Conditionally approved PSC #41832-15/16 with the proviso that the department reports back in four (4) years to the Commission on the status of finding City Personnel to replace the Personal Services Contract. (Vote of 4 to 0)
2) Approved the request for all remaining PSCs (PSC numbers 31773-15/16, 40631-15/16, 40214-15/16, 42016-15/16, 45945-13/14, 4127-10/11, 49599-14/15 and 49607-45/16). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

CONSENT AGENDA

0359-15-2 Municipal Transportation Agency's Annual Review of Exempt and Non-Exempt Classifications. (Item No. 8)

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

REGULAR AGENDA**0353-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4151-09/10 from the Department of Public Health. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4151-09/10	Public Health	Current Approved Amount \$150,074,786 Increase Amount Requested \$117,951,000 New Total Amount Requested \$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Modification	12/31/2017

Speakers: None.

Action: Postponed Personal Services Contract Number 4151-09/10 at the request of Department of Public Health and SEIU, Local 1021 to the next meeting of December 7, 2015. (Vote of 4 to 0)

0354-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4160-09/10 from the Department of Public Health. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-09/10	Public Health	Current Approved Amount \$32,497,542 Increase Amount Requested \$26,840,000 New Total Amount Requested \$59,337,542	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Modification	12/31/2017

Speakers: None.

Action: Postponed Personal Services Contract Number 4160-09/10 at the request of Department of Public Health and SEIU, Local 1021 to the next meeting of December 7, 2015. (Vote of 4 to 0)

0294-15-4 Appeal by John Gee on the Rejection of his Application for the Class 7430 Assistant Electronic Maintenance Examination. (Item No. 11)

November 2, 2015: Postponed John Gee's appeal to the next meeting of November 16, 2015 so that the Municipal Transportation Agency can explain the relationship between the job analysis and education requirement and specifically address why work experience is not considered as a possible substitution for the two (2) years of education requirement. John Gee failed to appear. (Vote for 3 to 1; Commissioner Heldfond dissented)

Speakers: None.

Action: Denied the appeal of John Gee and upheld the Municipal Transportation Director's decision. (Vote of 4 to 0) Mr. John Gee failed to appear.

0313-15-4 Appeal by Susan Oweyong of the Rejection of her Application for the Class 1202 Personnel Clerk. (Item No. 12)

Speakers: Stephanie Lim, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: Adopted the report and denied the appeal of Susan Oweyong. (Vote of 4 to 0) Ms. Susan Oweyong requested the Commission to proceed with her appeal although she was unable to be present.

0312-15-4 Appeal by Susan Oweyong of the Rejection of her Application for the Class 1204 Senior Personnel Clerk. (Item No. 13)

Speakers: Stephanie Lim, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: Adopted the report and denied the appeal of Susan Oweyong. (Vote of 4 to 0) Ms. Susan Oweyong requested the Commission to proceed with her appeal although she was unable to be present.

0332-15-4 Appeal by Nicol P. Juratovac of the Rejection of her Application for the H-50 Assistant Chief Examination. (Item No. 14)

Speakers: Dave Johnson, Department of Human Resources
Brian Rubinstein, San Francisco Fire Chief Association

Action: The Commission voted to remove Item #14 off the Agenda since Nicol Juratovac withdrew her appeal. (Vote of 4 to 0)

0339-15-5 Department of Human Resources' Report on the Release of the H-50 Exam and Scoring Key. (Item No. 15)

November 2, 2015: Postponed this item to the next meeting of November 16, 2015.
(Vote of 4 to 0)

Speakers: Dave Johnson, Department of Human Resources
Brian Rubinstein, San Francisco Fire Chief Association

Action: Adopted the report and approved the Release of the 2010 H-50 examination and scoring key subsequent to the Rule 311 amendment adopted on November 13, 2015. (Vote of 4 to 0)

The Commission recessed at 3:44 p.m. and reconvened at 5:05 p.m.

SPECIAL ORDER OF BUSINESS – 5 p.m.

0360-15-1 Appeal by Sin Yee Poon, SEIU, Local 1021 for the Executive Officer's Decision to Deny her Appeal of the Post-Referral Selection Process for the Class 9703 Human Services Agency Employment & Training Specialist II. (Item No. 16)

Speakers: Michael Brown, Executive Officer, Civil Service Commission
Sin Yee Poon, SEIU Local 1021
Patrick Monette-Shaw - Retired 1446 with the Department of Emergency Management (DEM) - "I'm informing this Commission how widespread backdoor hiring practices in this City are. DEM is a prime example. DEM's then-incumbent 9914 Public Service Aide-Admin was selected for an 8602 Emergency Services Coordinator II position, assigned a working title of "Emergency Services Assistant." DEM's incumbent 8603 Emergency Services Coordinator III was selected for a 0922 Manager I position with a working title of "Government Affairs Manager." DEM's then -incumbent "Intern" not on the City's payroll, was selected for an 8600, Emergency Services Assistant position, with a working title of "External Affairs Associate" over another Department employee already an 8600 who had 11-1/2 months of experience as an 8600 at the time he applied. DEM's incumbent Human Resources Manager, a 0931 Manager III, was selected for a new Assistant Deputy Director position as a 0932 Manager IV, despite not having experience in department-level City budget preparation. Corrupt Citywide hiring "irregularities" must end!"

Sylvia Alvarez-Lynch – 1450 Executive Secretary with the Municipal Transportation Agency - "At the SFMTA there are plans afoot to replace the 1400 clerical series with 1800 series also covered by 1021 as temporary and permanent exempt positions. To my knowledge no union communication or meeting has taken place with the clerical or the secretaries involved nor the union... The system is broken. Permanent and temporary exempt positions are corrupting the hiring process in Civil Service. It must be fixed. They must be deleted. An audit needs to be taken by the Civil Service Commission. And DHR should give the Civil Service a monthly reporting... these positions are only to be held for 3 years. That

is not happening. We have a transit manager at MTA 5, who has no transit experience no bus driver position experience yet heads up the operations unit. Her own daughter without any transit experience has been hired as a contractor... We are asking for your help..."

Debbie Marcal - 2905 Eligibility Worker with the Human Services Agency (HSA) - "In 1992 I was awarded the Us Attorney General Award by William Bar...I ended working nationally with the criminal taskforce. In August of 2013, I applied for a job as a Foster Care Program Analyst. The qualifications and education was a Master's degree and two years of experience, which I had. After I applied ... I found out that they had ... degraded down the educational requirements ... a bachelor degree, if you had one year of experience as a supervisor that would count as 30 units of education. So ... 10 years of experience ... qualified ...for the position... We never got a letter and a selection had been made... didn't have the time appeal any decision...people that are hiring in this positions ...know they got the job the wrong way... I really believe this is your job to help us..."

Irvin Lazo - 2913 Program Specialist with HSA - "...The merit system established, and as defined, is a positive and fair process to become an employee of the City & Co of SF and promote within the ranks;... at SFHSA it has turned into a Spoils System, which only service purposes that are good for those on certain managerial positions and their favorites (chosen ones) not necessarily for the people that we serve. You will hear how they hire/promote only their favorites and how they abuse the "loopholes" to the merit system, mainly the Temp-Exempt hiring...I urge you to mind the gap between Rules and the Department's Practices on hiring temp-exempt...I witness how a Section Manager in CW-WTW was helping her best friend, a supervisor, complete a Questionnaire for the 2917 position in this supervisor's cubicle. Such questionnaire at that period was, at best, the substitute of the test, or will supplement your overall score to the ranking list..."

Sara Bagwell - 1404 Clerk with HSA - "...I was asked of a lot of things which were outside the scope of my class including working on this exam the 9703...I put up with a lot of harassment and hostile work environment (in) hopes that I could test into a higher level and get out... I scored number 3 on the 1820 Junior Analyst list, but I was passed over for a position in my division for a temporary person who places number 5 on another list. My boss is taking great glee ... telling (me) I should test again and nothing is being done about it. My...second supervisor... told me I need to put a smile on my face and not question the process. I have told Lori Juengert about this. She told me ... my second supervisor tried to have me internally reassigned. They are assigning my work ...to analyst and investigators and another clerk..."

Anna Branzuela - 2806 Disease Control Investigator with the Department of Public Health (DPH) - "Since 1995 in San Francisco, there has been a 75% decrease in Disease Control Investigators. In 2015 in the most serious disease control times in our history- there are only 7 trained and

experienced Disease Control Investigators in San Francisco...SFDPH management unfair hiring practices has resulted in a depletion of trained and prepared staff. SFDPH has hired temporary (lower classification) or contract workers to perform the exact duties of the Disease Control Investigator yet 30% less pay and no employee rights... By failing to maintain a team of disease control investigator pool of experienced and prepared staff, we are vulnerable during high priority situations requiring immediate deployment of individuals with necessary skills. These hiring practices are not only unfair but result in our public health system fully prepared for any situation."

Ann Ling – 2905 Sr. Eligibility Worker with HSA - "...I was denied of taking a 2905 exam in June 2003...and was told by Arlene Brice of HR... that the exam was not opened for new workers and ... my previous experience was null and void. Later found out the reason... was because she wanted her friends and relatives to rank higher on the list so they could be hired before me...In 2005, I became 2905 (EW) after passing the exam. In 2012, I along with 8 co-workers... went for Supervisor's exam and all failed. Now finding out through a law suit...the exam might have been fixed. May 2013...a Temp/Exempt 9702 Employment Specialists became available. Submitted my interest... told by Florence Hays, the acting manager of ES, denying my interest... all new hires from outside, 2 manager's sons namely Mel-Victor Tiongson (son of Sylvia Tiongson-Mgr of EIC/WDD) and Christopher Scott (Son of retired MGR of Investigation)..."

Rosalie Pera – 2905 Sr. Eligibility Worker with HSA - "...My name is Rosalie Pera. I have been working in Human Services Agency for 23 years now. I was hired in 1992 as a Medical Eligibility Worker. In 2005 I was hired as Employment Specialist and since I was already on the last step as a Senior Eligibility Worker I was put under the Employment Specialist 2 or 9703 after I passed my probation. Unfortunately due to budget cuts I was laid off in 2009 and got called back as Senior Eligibility Worker under CalWorks Program. I was never offered or given the choice to go back as Employment Specialist. I inquired to HR why I was not called and they told me that they are only calling Employment Specialist 1 or 9702 and that I am better off as a Senior Eligibility Worker because Sr. EW makes more than the 9702. But later on the 9702 advance to 9703..."

Joseph Rys – 1426 Senior Clerk Typist with HSA - "Hi my name is Joseph Rys. I worked for the Human Services Agency for 16 years... I thought it would be a great organization... my assessment has changed over the last 3 ½ years ago when my former supervisor retired who was a Principal Clerk. She was replaced ...by someone who had failed the 1408 Principal Exam. Someone in our unit scored ...I think number 3 but he...wasn't even interviewed for this job. After he protested ... approximately 6 months later he finally got the job ...the acting supervisor was no longer there...if he had not protested he wouldn't have the job now. Employees should not have to be trying to get the rules enforced ...because the management overlooks them. It happens all the time... unless the union or other organization help

them to get their promotions, favoritism unfortunately exists... Please do whatever you can ... Thank you."

Valoria Russell-Benson – 2302 Nursing Assistant with DPH - "I'm a certified Nursing Assistant, 2302, from Department of Public Health at Laguna Honda Hospital...Laguna Honda is plagued with...favoritism, cronyism, you name it racism, discrimination it's ridiculous and then every time I turn around there is someone's children being hired... Despite Civil Service, hired through the back door and then they come in... and then they work modified duty and then from modified duty they push to these cushy positions... They're teaching in-service they're teaching SMART training... positions haven't been posted... somebody that's in house that applied for the position or asked to apply for the position they tell them they can't apply because either they are not working in that position or you know is just always something. So, please I am imploring you to investigate Laguna Honda."

Theresa Rutherford – 2303 Patient Care Assistant with DPH - "...I work at Laguna Honda... hit with nepotism ...for a long time...people being hired based on friendship. Managerial positions are specifically set aside for families and friends we have a whole family mother, father, daughter. Mother is supervisor, father supervisor, daughter is supervisor right down the line... a young woman who works at Laguna Honda temporarily... she is on the eligibility list and she applied for a Home Health Aide she was told now the Home Health Aide classification is 2383...you must have a CNA License at Laguna Honda at least. Now, so she applied for the job and she was called personally by a Manager who told her she is not hiring her because she doesn't have the Home Health Aide license... everything is adjust based on whom it is or who you want to align the job for. We... are asking for you to investigate Laguna Honda..."

Nebyat Negasi – 2312 Licensed Vocational Nurse with DPH - "Hello ...I work at Laguna Honda, 2312...So in my classification...people who are related to somebody are always coming in. The workforce is not diverse... Whoever is in a position to hire every person that gets hired looks like them, speaks like them, and comes from the same place they come from.... We cannot ask questions. If we are asking questions... you are called a trouble maker and there a lot of cliques so then you are excluded from discussion in the unit discussion within your department...your colleagues are told not to talk to you so you feel out of place and you feel misinformed and you are not necessarily part of the workforce... It is somebody's living room it is somebody's house and it is somebody's backyard... I need somebody to come to be in Laguna Honda or City and County to take over the hiring process..."

Roger Varela – 9704 Senior Eligibility with HSA - "...I was hired in September 1981 as a 2905 Sr. Eligibility Worker for the City and County of San Francisco, Department of Social Services, Refugee Resettlement Program...6 months later after ... I joined the Union ...I became black listed, I took other exams 2910, 2912, 2907, Sr. Eligibility Worker

Supervisor, and countless other exams and I placed in the top 10 in all of them, and I placed number 1 in two of those exams, I was never hired or promoted... the good is that I got the respect of all my clients...that is why I work with the City and County of San Francisco; now I am a proud 9704 Sr. Eligibility Worker...all this nepotism, cronyisms, all the isms in this world make this civil servant, service system a very, very sick system, it runs rampant and you have the power to put the system to a screeching halt."

Kory Schueler – 1220 Payroll Clerk with HSA - "...I formerly worked in the Homeless Department at HSA...My co-worker and I are both temps...she ...was nearing the end of her term... mentioned that she had never taken a test or done an interview ... since she had... been there for three years she ... was no longer going to be working with HSA and she was going to go on to further her education... she left, three days later she was back...Both...took the 2905 test in May 2015...I scored higher than...her...I went out on medical leave... she had to cover me while I ... I came back I found out that none of my work had been done...supervisor (told me)...if you say any negative...about co-workers I'm not going to listen.... August 2015...a reassignment was posted...told...no reason...to apply...she is going to get the position.... There was a major break down of trust and teamwork ...I am no longer working there."

Debra Dobson – 2303 Patient Care Assistant with DPH - "I work at Laguna Honda... A co-worker took leave of absence to accept employment... outside of the City last year and was on leave... They posted an LVN position he ... apply...but...he was not currently working as an LVN with the City...did not qualify. I went on vacation and ...came back I was told he was put into a lead PSA position because nobody...wanted it... I said I was interested... then told oh well then it'll have to be posted... it was never posted before?... we went through the application process...found that the interview process had been compromised... new round was rescheduled... got rescheduled...eventually...taken off the table... they posted another LVN position... he was still not LVN with the City but two days before the close of application he was made a float pool LVN in order to qualify...This ... happens over and over and over again...Thank you."

Edlyn Kloefkorn – 2915 Program Specialist Supervisor with HSA - "...I've worked for the City and County since I was 18 since 1988...within the last five years ... we noticed that there have been a lot of inconsistencies...It's no longer the Department of Human Services. We call it the Department of Human Suffering... The director had hired his girlfriend. He promoted her through the ranks. Tony Lugo hired Sylvia Tioganson who was his clerk... by giving her an acting assignment. He turned that acting assignment into ... the 2904. She didn't score high enough on the list...It's shameful... because the only people that were getting promoted were Asian women, young attractive Asian women. And I didn't think I had a complaint because I am an Asian woman...OK."

Phelicia Jones – 8420 Rehabilitation Services Coordinator with the Sheriff's Department (SHF) - "...thank you Michael Brown and ...Sandra for accepting us and hearing...about ... our classification 8420's within the San Francisco Sheriff's Department... the investigation ... didn't find anything, it's just really unusual how a program director can go and seek out three people who she wants to become 8420's...Strangely enough ...two people scored the highest score...are our program director's friends who she recruited personally... coincidental, that two people who could not take the test with the other 45 came and took a test by themselves... the program director who is not a skills based expert designs the test with two other deputies who don't know anything about our work... I'm hoping that you will go beyond what is normally done in this commission and really begin to look at what actually going on in this City of San Francisco around nepotism, favoritism, cronyism in the City and County of San Francisco."

Jose Serrano – 2905 Sr. Eligibility Worker with HSA - "...I was hired initially by CalWorks...When I first got hired I thought... it was fair...until... met my co-workers that were hired at the same time...they scored way lower than the Rule of Three... I thought... we were supposed to follow that... about the 9703, I left CalWorks because the work environment was horrible... friends in CalWorks and I met ...for lunch and they told me a month in half before the due date for the 9703 that no one from CalWorks was going to be hired... we were black listed for leaving the program...when we got the letter saying that we did not qualify for the position... we found... people that scored lower, no CalWorks experience and they are friends of management, knew that they were going to get the job...before...interviews... I knew something was wrong... it's about making sure that the hiring process is fair...Thank you."

Selina Keene – 9704 Employment & Training Spec 3 with HSA - "...I've been working for the City for about ten years...I have seen a lot of the discrimination that's been going on. Everybody is saying the same thing you guys are hearing it, my whole thing is, what are you guys going to do about? ... personally our agency should not be testing anybody everything should be back at the Civil Service level like it used to be okay, period. And that's with all the agencies; I don't think that any personal City agency should be doing any hiring on their own that can't be trusted...and if we had one place to go for hiring, scoring and choosing that should be done at the Civil Service level ... right now it's out of control, okay, all right."

Lucia Granger – 2918 Social Worker with HSA - "I was on the list for the 2940 position: Protective Service Worker on Rank 1. I was interviewed the first time ... not selected. The second time ... received an interest e-mail requesting I respond ... responded for the English positions and tried to respond for the Spanish ... unaware ...needed to respond to two e-mails...I contacted personnel and requested to be interviewed for the Spanish positions and was told, those were already completed today. I was not hired during the second round of interview. I ... noticed that all those ...hired were younger than 40. When I began voicing my discovery, I was interviewed and hired on the third round with people who were as low as

the 20th rank...I was on the job for approximately 2 months and the supervisor began to pressure me and single me out. Then they indicated that "I was not the right fit..."

Larry Bradshaw – 9924 Public Service Aide Health Services with DPH - "Hello commissioner Larry Bradshaw with SEIU 1021...this selection process is part of a bigger more systemic problem...Along with the rise of non-merit hiring we have a proliferation of reports of nepotism favoritism and cronyism... over the last five years it has been an explosion of those complaints around non merit hiring... I guess the bottom line is we would like you to really look at ...what's going on with the non-merit hiring process... Maybe, we're probably wrong on some of these cases. But are...all the people in this room and the hundreds of other members ... all mistaken and have a perception problem... then the City has a perception problem because there are thousands of people that feel like people are gaming the system... there's seems to be no reason not to really go after this aggressively and we hope that you will work with us to do that."

Paul Camarillo – 8159 Child Support Officer II with Child Support Services (CSS) - "At SF CSS, Director Karen Roye in AUG 2007 appointed her friend as an 1844-Senior Management Assistant (TEX CAT-18). After negotiations w/SEIU 1021, the 1844 citywide class was...posted by DHR in 2013. After a 5.7 year appt, the director's friend did not meet the MQs. Director Roye ...unilaterally appointed her friend to 8159-Child Supt Officr III (supv level, PEX CAT-18), but he did not meet the MQs. That appt abruptly ended in AUG 2013 at the instruction of DHR after two 8158-Child Supt Officr II (journey level) filed the Request for Inspection with the CSC...following month, the Director appointed her friend to 1404 Clerk TEX CAT 16 for 6 months. February 2014 left work on Friday and returned Monday as a 1310-Public Relations Assistant (PEX CAT-17). He qualified after obtaining a college degree during work hours and "scoring" high on an Eligibility List of hundreds... All employment was consecutive."

Eric Williams - Transport Union, Local 250A - "...First of all this commission knew about what these practices going on... it's two issues that's going on here, your contracts that you're dealing with your hiring... bringing all these contracted employee in here, you're undermining the Civil Service Commission, the bottom line... You guys are letting managers and things like that undermine the system by hiring their friends and family... This commission knew about this problem. This is a major problem. You are undermining this Union Shop City. This is not one Union Shop job. This entire City is Union Shop and we ask for you to look into it."

Dora Barnes – 2918 Social Worker with HSA - "...I'm a 2912 Senior Social Worker with CalWorks...They have attempted to change our classification to 2918...2014 they decided to bring in a new classification 2916...With no experience... they are transferring our duties. We no longer do SSI, we can't advocate for the clients, they don't want us to do referrals to paralegal to help the clients navigate through the system...they are

having us to do Employment Specialist work... I was hired as a Social Worker to help clients. Not to set up a work plan....I applied for a 2940 position I hold a bachelor ... a master's degree in gerontology... have certification as an administrator for a residential care for the elderly...My application was rejected for educational reasons... I would appreciate if you would give some type of consideration to what has been said tonight at this meeting."

Kerry Sheehan – 2918 Social Worker with HSA – representing anonymous submission - "I have worked in HSA HR in the last ten years and have seen the countless favoritism and nepotism not only in HSA but in HR as well. I have seen, 1220, David Tu and others... hired for job they are not doing... In the last three years, David Tu advanced to 1241 and 1244 which he is not qualified nor does he has the supervisory skill to do the job... There is no merit in HSA hiring. HSA was named the number one hiring department in the city in 2014 due to hiring John Kraus Jr, son of John Kraus Sr. Recruitment and Assessment Services Director, who has no experience in HR. John Kraus Jr. temp appointment bypassed the most qualified candidate due to nepotism... Along in the ride, Steve Lin, 1220, who is receiving out of class pay is another to make PCS 1241 before the hiring process is completed..."

Sin Yee Poon, SEIU Local 1021 - "...I worked in contracts ... my colleges from HSA said that ... "Dave and my father play golf together. That's why I'm here." ... Dave would ... tell folks that he has found somebody who he would like to hire... That person went through the hiring panel... did not score... high... couple of ... contract managers ... said... Dave... made one of the scorers change her score... I ... talked to Stella and I said is that true and Stella says yes... Stella did not want to complain and the position was an 1823 not a 1021 position so we did not file a complaint... management brings in whoever they want... using temp exempt ... bringing in their friends and family allowing them to have work experience so that they qualify for the test, they score the test in such a way that everybody is reachable and ... in multiple tied scores... So we ask you commissioners to fix it..."

Notes: The following individuals submitted a written statement, which are available for review upon request: Wai Kan, Edlyn Kloefkorn, Rosalie Pera, Irvin Lazo, Ann Ling, Paul Camarillo, Lucia Granger, Patrick Monette-Shaw, and Anonymous.

Action: Denied the appeal by Sin Yee Poon, SEIU, Local 1021, opposing the Executive Officer's decision to invoke an Inspection Service for the 9703 Employment and Training Specialist II Post Referral Process at the Human Services Agency. In addition, the Commission directed the Executive Officer to conduct an investigation on the allegation of individuals being black listed for leaving the Cal Works Program. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

President Chan requested the Executive Officer Michael Brown to meet with Sin Yee Poon, SEIU, Local 1021 to determine the scope of the issues so the Civil Service Commission can develop a framework on how to inspect or audit records of post referral selection processes specifically in the departments and classifications which include those identified during public comment and report back on January 4, 2016.

ADJOURNMENT (Item No. 18)

7:35 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

AGENDA Regular Meeting December 7, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

DEL -3 2015

SAN FRANCISCO
PUBLIC LIBRARY

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

CLOSED SESSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Civil Service Commission Meeting Agenda

Regular Meeting of December 7, 2015

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 7, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of November 16, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0401-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49414-15/16	General Services - City Admin	\$800,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a Request for Proposal (RFP) process for a one-year contract with four possible one-year extensions.	Regular	12/29/2020
40571-15/16	Assessor-Recorder	\$1,800,000	The City and County of San Francisco collects more than \$1.6 billion annually in business and real property tax revenue to fund critical public services, public schools and other San Francisco agencies. It takes three separate City Departments to assess and collect for business and property taxes. To conduct its core business, the Office of the Assessor-Recorder (ASR) uses a functionally obsolete IT system. The system tracks \$180 billion in assessed real and business personal property value and manages ownership and property data on more than 200,000 parcels. The Office of the Treasurer and Tax Collector (TTX) and the Office of the Controller (CON) use a separate mainframe IT system for tax billing, tax collection, revenue certification and auditing. Both legacy systems are at the end of their useful life, are not integrated with other systems, and are not adaptable to meet new business needs and changes in the California Revenue and Taxation Code. The City's 5-year Information Communication and Technology Plan for FY2016-2020 prioritizes the development and implementation of a new Property Assessment and Tax System(s). The City needs a clear understanding of its business, operational and functional requirements for a replacement system. In addition, the three departments need a roadmap for developing more efficient business processes and implementing a new system.	Regular	11/30/2020
40135-15/16	Municipal Transportation Agency	\$200,000	The contractor will perform an economic feasibility analysis for the San Francisco Municipal Transportation Agency (SFMTA) Sustainable Streets Division (SSD), Long-Term Bicycle Parking Program. This study will provide forecasting and comprehensive analysis of details such as supply and demand, personnel planning and operating expenses, pricing and break-even analysis, and a capital and operating funded cash flow schedule associated with secure bicycle parking facilities at high demand transit stations. Demand for long-term bike parking continues to increase, however, the SFMTA is unable to provide sufficient bike parking opportunities to meet that demand.	Regular	12/31/2018

43147-15/16	Municipal Transportation Agency	\$1,837,000	The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.	Regular	1/31/2020
41074-15/16	Treasurer/Tax Collector	\$1,500,000	The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.	Regular	12/31/2020
41559-15/16	Police Department	\$170,000	The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.	Regular	12/31/2019

Civil Service Commission Meeting Agenda

Regular Meeting of December 7, 2015

46372-15/16	Public Health	\$4,607,000	This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.	Regular	12/31/2019
46926-14/15	Airport Commission	Current Approved Amount \$6,000,000 Increase Amount Requested \$120,000,000 New Total Amount Requested \$126,000,000	Project Management Support (PMSS) and Design-Build (D/B) services are requested for the Airport's Security Infrastructure Program (ASIP) at San Francisco International Airport (SFO). PMSS includes program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management. D/B services include specialty engineering design, architecture, and construction services. The ASIP program will implement over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct. This modification adds design-build services for design and construction of the (ASIP), including the access control systems, perimeter security systems, existing camera (CCTV) system upgrades, and airport-wide power/data infrastructure upgrades. The anticipated contract value for design-build services is \$120,000,000 of which, \$5,840,000 will be for design work and \$114,160,000 will be for construction.	Modification	3/31/2021
4024-12/13	City Planning	Current Approved Amount \$1,800,000 Increase Amount Requested \$700,000 New Total Amount Requested \$2,500,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.	Modification	12/31/2016
4070-09/10	General Services Agency - Technology	Current Approved Amount \$41,000,000 Increase Amount Requested \$0 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Modification	6/30/2020
2003-08/09	Human Services Agency	Current Approved Amount \$160,000,000 Increase Amount Requested \$6,400,000 New Total Amount Requested \$166,400,000	Multiple contractors provide services listed above to low-income and homeless California Work Opportunity and Responsibility to Kids (CalWorks) families, or families of children involved in the child welfare system through partnerships with other state licensed providers, in-home providers in or outside of San Francisco County.	Modification	Continued

2004-08/09	Human Services Agency	Current Approved Amount \$230,000,000 Increase Amount Requested \$9,200,000 New Total Amount Requested \$239,200,000	Services under this PSC include but are not limited to the following: supportive housing services including case management, money management, property management including pre-move in housing inspections and survey of conditions, rental subsidies and other support service to help individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Income, Personal Assisted Employment Services, California Work Opportunity and Responsibility to Kids (CalWorks) and/or low-incomes. Seniors, younger adults with disabilities, and/or low-incomes.	Modification	Continued
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Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **Municipal Transportation Agency's Annual Report on Anticipated and Actual Numbers of "Promotive Only" Examinations. (File No. 0394-15-1) – Action Item**

Recommendation: Accept the report.

- (9) **Municipal Transportation Agency's Report on Position Based Testing. (File No. 0395-15-1) – Action Item**

Recommendation: Accept the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (10) **Review of Request for Approval of Proposed Personal Services Contract Number 4151-09/10 from the Department of Public Health. (File No. 0353-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4151-09/10	Public Health	Current Approved Amount \$150,074,786 Increase Amount Requested \$117,951,000 New Total Amount Requested \$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Modification	12/31/2017

November 16, 2015: Postponed Personal Services Contract Number 4151-09/10 at the request of Department of Public Health and SEIU, Local 1021 to the next meeting of December 7, 2015. (Vote of 4 to 0)

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 4151-09/10; Notify the Office of the Controller and the Office of Contract Administration.

(11) Review of Request for Approval of Proposed Personal Services Contract Number 4160-09/10 from the Department of Public Health. (File No. 0354-15-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-09/10	Public Health	Current Approved Amount \$32,497,542 Increase Amount Requested \$26,840,000 New Total Amount Requested \$59,337,542	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Modification	12/31/2017

November 16, 2015: Postponed Personal Services Contract Number 4160-09/10 at the request of Department of Public Health and SEIU, Local 1021 to the next meeting of December 7, 2015. (Vote of 4 to 0)

Recommendation: Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 4160-09/10; Notify the Office of the Controller and the Office of Contract Administration.

(12) Appeal by Maria Perez Pacheco of the Human Resources Director's Determination that there was Insufficient Evidence to Sustain her Allegations of Sexual Harassment and Retaliation. EEO File No. 1841. (File No. 0246-15-6) – Action Item

Recommendation: Uphold the Human Resources Director's decision and deny Maria Perez Pacheco's appeal.

CLOSED SESSION AGENDA

(13) Public Comment on all matters pertaining to Item #14.

(14) Vote on whether to hold a closed session to consider the Performance Appraisal of the Executive Officer, Michael Brown pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) – Public Employee Performance Appraisal, Michael Brown, Executive Officer.
(File No. 0402-15-1) – Action Item

- A) PUBLIC EMPLOYEE PERFORMANCE APPRAISAL – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54957 (b) and San Francisco Administrative Code Section 67.10 (B) – Performance Appraisal of Michael Brown, Executive Officer.

(15) Reconvene in open session

- A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
- B) Disclosure of action taken in closed session.

(16) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(17) ADJOURNMENT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MINUTES Regular Meeting December 7, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

MICHAEL L. BROWN
EXECUTIVE OFFICER

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	present

President Douglas S. Chan presided.

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 16, 2015

Action: Continued to the meeting of December 21, 2015. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Item #11, SEIU Local 1021 has withdrawn their appeal of the Personal Services Contract #4160-09/10 with the Department of Public Health.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan announced that the EEO Division communicated with the Executive Officer last week, of what they consider a long standing practice, to redact the names of individuals in the public viewing binder involved in an EEO appeal, where there are a lot of allegations which are not substantiated. Especially when we feel by not doing so may invade the privacy of individuals which may affect them in ways that are not related to the case. The appellant and the commissioners will have all the names but the public viewing binder will be keyed. Commissioner Roccanova requested that some written guidelines be developed regarding the practice and that the Commission take a look at internal procedures as well. DHR will be working with the Executive Officer with input from the City Attorney's Office. President Chan suggested the Police Officer's Bill of Rights may provide helpful tips.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Mayor's Office has given budget instructions requesting a 1.5% reduction for the next two (2) fiscal years. This represents \$12,487 the first year and \$24,925 the second year. Assistant Executive Officer and the Executive Officer will be working on preparing the appropriate budget documents.

Jennifer Bushman who has served as our Appeals Coordinator has taken a promotional opportunity with the Public Utilities Commission and will be missed, but we congratulate her on her new appointment.

Yesterday, the Department of Human Resources provided information which may affect our sick leave rules. The recent State Kin Care Act which takes effect on January 1, 2016 allows individuals to take 6.5 days of sick leave without providing a physician notification. This is contrary to our Rules which require an individual to complete a Request for Leave of Absence Form after five (5) consecutive days of absence. It will also affect individuals on sick leave restriction beginning January 1, 2016. The Executive Officer will be reviewing our Rules to make appropriate recommendations.

The "meet and greet" meetings conducted by the Executive Officer with five (5) large departments, Public Health, Municipal Transportation Agency, Airport, Public Utilities Commission, and Human Services Agency provided was not only an opportunity to reach out and meet department heads and managers, but also a chance to inform them of the flexibility built into our existing Rules. In addition, it was an opportunity for the Executive Officer to offer himself as resource to assist them in achieving their goals and objectives in the future. There seemed to be some misconception about the role our Civil Service Commission plays versus the functions found under the Department of Human Resources. Training opportunities exist and departments will be following up with more specific requests. Additional meetings are planned with more departments. One comment received, "I appreciated your presentation yesterday at our Executive Team meeting. It was helpful to understand the context of your work. I'm glad you have taken the time to consider developing relationships – that's really important and not many bother to do it."

**0401-15-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49414-15/16	General Services - City Admin	\$800,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a Request for Proposal (RFP) process for a one-year contract with four possible one-year extensions.	Regular	12/29/2020
40571-15/16	Assessor-Recorder	\$1,800,000	The City and County of San Francisco collects more than \$1.6 billion annually in business and real property tax revenue to fund critical public services, public schools and other San Francisco agencies. It takes three separate City Departments to assess and collect for business and property taxes. To conduct its core business, the Office of the Assessor-Recorder (ASR) uses a functionally obsolete IT system. The system tracks \$180 billion in assessed real and business personal property value and manages ownership and property data on more than 200,000 parcels. The Office of the Treasurer and Tax Collector (TTX) and the Office of the Controller (CON) use a separate mainframe IT system for tax billing, tax collection, revenue certification and auditing. Both legacy systems are at the end of their useful life, are not integrated with other systems, and are not adaptable to meet new business needs and changes in the California Revenue and Taxation Code. The City's 5-year Information Communication and Technology Plan for FY2016-2020 prioritizes the development and implementation of a new Property Assessment and Tax System(s). The City needs a clear understanding of its business, operational and functional requirements for a replacement system. In addition, the three departments need a roadmap for developing more efficient business processes and implementing a new system.	Regular	11/30/2020
40135-15/16	Municipal Transportation Agency	\$200,000	The contractor will perform an economic feasibility analysis for the San Francisco Municipal Transportation Agency (SFMTA) Sustainable Streets Division (SSD), Long-Term Bicycle Parking Program. This study will provide forecasting and comprehensive analysis of details such as supply and demand, personnel planning and operating expenses, pricing and break-even analysis, and a capital and operating funded cash flow schedule associated with secure bicycle parking facilities at high demand transit stations. Demand for long-term bike parking continues to increase, however, the SFMTA is unable to provide sufficient bike parking opportunities to meet that demand.	Regular	12/31/2018
43147-15/16	Municipal Transportation Agency	\$1,837,000	The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.	Regular	1/31/2020

Civil Service Commission Meeting Minutes

Regular Meeting of December 7, 2015

0401-15-8 Cont.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41074-15/16	Treasurer/Tax Collector	\$1,500,000	The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.	Regular	12/31/2020
41559-15/16	Police Department	\$170,000	The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.	Regular	12/31/2019
46372-15/16	Public Health	\$4,607,000	This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.	Regular	12/31/2019

0401-15-8 Cont.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46926-14/15	Airport Commission	Current Approved Amount \$6,000,000 Increase Amount Requested \$120,000,000 New Total Amount Requested \$126,000,000	Project Management Support (PMSS) and Design-Build (D/B) services are requested for the Airport's Security Infrastructure Program (ASIP) at San Francisco International Airport (SFO). PMSS includes program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management. D/B services include specialty engineering design, architecture, and construction services. The ASIP program will implement over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct. This modification adds design-build services for design and construction of the (ASIP), including the access control systems, perimeter security systems, existing camera (CCTV) system upgrades, and airport-wide power/data infrastructure upgrades. The anticipated contract value for design-build services is \$120,000,000 of which, \$5,840,000 will be for design work and \$114,160,000 will be for construction.	Modification	3/31/2021
4024-12/13	City Planning	Current Approved Amount \$1,800,000 Increase Amount Requested \$700,000 New Total Amount Requested \$2,500,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.	Modification	12/31/2016
4070-09/10	General Services Agency - Technology	Current Approved Amount \$41,000,000 Increase Amount Requested \$0 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Modification	6/30/2020
2003-08/09	Human Services Agency	Current Approved Amount \$160,000,000 Increase Amount Requested \$6,400,000 New Total Amount Requested \$166,400,000	Multiple contractors provide services listed above to low-income and homeless California Work Opportunity and Responsibility to Kids (CalWorks) families, or families of children involved in the child welfare system through partnerships with other state licensed providers, in-home providers in or outside of San Francisco County.	Modification	Continuous
2004-08/09	Human Services Agency	Current Approved Amount \$230,000,000 Increase Amount Requested \$9,200,000 New Total Amount Requested \$239,200,000	Services under this PSC include but are not limited to the following: supportive housing services including case management, money management, property management including pre-move in housing inspections and survey of conditions, rental subsidies and other support service to help individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Income, Personal Assisted Employment Services, California Work Opportunity and Responsibility to Kids (CalWorks) and/or low-incomes. Seniors, younger adults with disabilities, and/or low-incomes.	Modification	Continuous

0401-15-8 Cont.

- Speakers:** Joan Lubamersky and Virginia Donahue, General Services and Animal Care and Control spoke on PSC #49414-15/16.
Jacquie Hale, Department of Public Health, spoke on PSC #46372-15/16
Bella La, City Planning, spoke on PSC #4024-12/13
Jolie Gines, Department of Technology, spoke on PSC #4070-09/10
John Tsutakawa, Human Services Agency spoke on PSC #2003-08/09
- Action:** 1) Approved PSC #4024-12/13 with the condition to work with the Executive Officer to amend the form reflecting that the only reason for the modification is to increase duration and the amount of money only and not the scope of work. (Vote of 4 to 0)
2) Adopted the report. Approved the request for remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0394-15-1 Municipal Transportation Agency's Annual Report on Anticipated and Actual Numbers of "Promotive Only" Examinations. (Item No. 8)

- Speakers:** None.
- Action:** Accepted the report. (Vote of 4 to 0)

0395-15-1 Municipal Transportation Agency's Report on Position Based Testing. (Item No. 9)

- Speakers:** None.
- Action:** Accepted the report. (Vote of 4 to 0)

0353-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4151-09/10 from the Department of Public Health. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4151-09/10	Public Health	Current Approved Amount \$150,074,786 Increase Amount Requested \$117,951,000 New Total Amount Requested \$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Modification	12/31/2017

November 16, 2015: Postponed Personal Services Contract Number 4151-09/10 at the request of Department of Public Health and SEIU, Local 1021 to the next meeting of December 7, 2015.

Speakers: Jacquie Hale and Edwin Batongbacal, Department of Public Health
Emma Gerould and Terran Meadows, SEIU Local 1021

Action: SEIU 1021 and the Department of Public Health mutually agree to the following:
Conditionally approve PSC #4151-09/10 on the conditions that 1) DPH will continue ongoing engagement with Local 1021 to assess the extent to which this work may be performed by Civil Service classifications and to provide input on the upcoming RFP process; and 2) DPH will report back to the Civil Service Commission on progress in this regard in one year. (Vote of 4 to 0)

0354-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4160-09/10 from the Department of Public Health. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-09/10	Public Health	Current Approved Amount \$32,497,542 Increase Amount Requested \$26,840,000 New Total Amount Requested \$59,337,542	The PLEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Modification	12/31/2017

November 16, 2015: Postponed Personal Services Contract Number 4160-09/10 at the request of Department of Public Health and SEIU, Local 1021 to the next meeting of December 7, 2015.

0354-15-8 Cont.

Speakers: None.

Action: Appeal by SEIU, Local 1021 was withdrawn. Adopted the report and approved the request for proposed Personal Services Contract Number 4160-09/10; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0246-15-6 Appeal by Maria Perez Pacheco of the Human Resources Director's Determination that there was Insufficient Evidence to Sustain her Allegations of Sexual Harassment and Retaliation. EEO File No. 1841. (Item No. 12)

Speakers: Gina Altomare, Department of Human Resources
Anthony Isola and Maria Pacheco with Spanish speaking translator Maritza Suarez

Action: Upheld the Human Resources Director's decision and deny Maria Perez Pacheco's appeal. (Vote of 4 to 0)

CLOSED SESSION AGENDA

Public Comment on all matters pertaining to Item #14. (Item No. 13)

None.

0402-15-1 Vote on whether to hold a closed session to consider the Performance Appraisal of the Executive Officer, Michael Brown pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) – Public Employee Performance Appraisal, Michael Brown, Executive Officer.

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE PERFORMANCE APPRAISAL – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54957 (b) and San Francisco Administrative Code Section 67.10 (B) – Performance Appraisal of Michael Brown, Executive Officer.

The Closed Session started at 3:38 p.m. in City Hall, Room 400. The following individuals were present:

Douglas S. Chan, President, CSC
Gina M. Roccanova, Vice President, CSC
Kate Favetti, Commissioner
Scott R. Heldfond, commissioner
Michael Brown, Executive Officer, CSC

The Closed Session ended at 3:50 p.m.

Reconvened in open session at 3:51p.m.

- A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

Action: The Commission voted not to disclose its discussion on the item.
(Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

Commissioner Rocanova requested an annual report to the Commission on legal updates that may require Civil Service Commission update of rules or other actions under our jurisdiction.

Commissioner Heldfond would like a way to fix the continuous contract issue on the form to identify PSC's when the contracts have been modified since it was first issued for example in 1969.

Commissioner Chan requested that with the advancement of technology, we should take a look at Rule 111.14, especially to determine the custody and security responsibility of data contained on an external drive now that it is being used by applicants during examinations when the applicants don't have the ability to print their response.

The Executive Officer announced that the Civil Service Commission Holiday Luncheon is scheduled for December 14, 2015 at the Hayes Street Bar and Grill.

ADJOURNMENT (Item No. 17)

4:02 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

AGENDA Regular Meeting December 21, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

MICHAEL L. BROWN
EXECUTIVE OFFICER

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CLOSED SESSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/Civil_Service, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfgov.org/bdsuprvs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 21, 2015
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan
Vice President Gina M. Roccanova
Commissioner Kate Favetti
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of November 16, 2015

December 7, 2015: Postponed to the meeting of December 21, 2015.

Recommendation: Adopt the minutes.

Regular Meeting of December 7, 2015

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT**Department's Fiscal Years 2016-17 and 2017- 18 Budget Preparation Schedule.
(File No. 0433-15-1) – Action Item**

Recommendation: Direct Commission staff to prepare Fiscal Years 2016-17 and 2017-18 Budget Request to maintain adequate staffing levels to meet current service needs; continue to negotiate amounts; present Budget Request at the Commission meeting of January 4, 2016; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2016-17 and 2017-18 Budget Request to the Controller and the Office of the Mayor by February 22, 2016.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0419-15-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42162-15/16	Department of Emergency Management	\$1,000,000	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, and recovery planning (in the event of a man made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities; review and analyze catastrophic plans; strengthen regional public information and warning systems; perform gaps and needs analysis to effectively respond to terrorism; improve current recovery planning efforts; facilitate community preparedness; and improve local debris removal plans to maximize Federal Emergency Management Agency (FEMA) public assistance requirements. Contractor will develop plans, trainings, exercises and evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.	Regular	10/31/2019

Civil Service Commission Meeting Agenda

Regular Meeting of December 21, 2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41068-14/15	Public Health	\$12,000,000	The program will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.	Regular	10/31/2020
43897-14/15	Public Health	\$400,000	The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.	Regular	6/30/2020
44258-15/16	Public Utilities Commission	\$20,000,000	This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).	Regular	4/30/2021
4027-09/10	Department of Building Inspection	Current Approved Amount \$269,420 Increase Amount Requested \$15,000 New Total Amount Requested \$284,420	Install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results. It will also allow inspectors to manage their workload and increase their time in the field. Total cost of project: \$385,120 including \$203,500 for hardware, software, licenses and Application Interface modules and \$181,620 for professional services and maintenance.	Modification	6/30/2017
37826-15/16	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000	The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system	Modification	12/15/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CLOSED SESSION AGENDA

- (8) Public comment on all matters pertaining to Items #9 through 12.
- (9) Vote on whether to hold Item #10 in Closed Session—Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))
- (10) Closed Session – Appeal of the Human Resources Director’s Determination of Insufficient Evidence to Sustain a Peace Officer’s Allegations of Harassment/Hostile Work Environment Due to Race, EEO File No. 1846. (File No. 0326-15-6) – Action Item
- (11) Reconvene in Open Session.
 - 1) Vote on whether to elect to disclose any or all discussions held on Item #11 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item
- (12) Reconvene in open session
 - A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
 - B) Disclosure of action taken in closed session.
- (13) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**
- (14) **ADJOURNMENT**





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

MINUTES Regular Meeting December 21, 2015

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helfond	Present

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Sin Yee Poon, inquired about the SEIU's item to be scheduled on January 4, 2016 at a special time of 5:00 p.m. The Executive Officer confirmed there will be a quorum available for the 5:00 p.m. item.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 16, 2015

December 7, 2015: Postponed to the meeting of December 21, 2015.

Action: Adopted the minutes. (Vote of 4 to 0)

Regular Meeting of December 7, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Items #8 thru #12 under the Closed Session Agenda, the appellant has requested a postponement to February 1, 2016.

The Meetings of January 18th, 2016 has been cancelled due to the Martin Luther King Jr. and February 15th, 2016 due to the President's Day Holidays.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan updated the Commission on the efforts to clean up the Unrepresented Ordinance. The hope is to place unrepresented classifications with others who perform similar work into the same bargaining unit. Under the authority of the Employee Relations Ordinance, they have already sent out notices to individuals and unions informing them of the plans. Final notices of action will be forthcoming. Only one or two groups have expressed concerns. The result will create a much smaller group under the Unrepresented Ordinance.

0433-15-1 Department's Fiscal Years 2016-17 and 2017- 18 Budget Preparation Schedule. (Item No. 6)

Speakers: Sandra Eng, Civil Service Commission

Action: Direct Commission staff to prepare Fiscal Years 2016-17 and 2017-18 Budget Request to maintain adequate staffing levels to meet current service needs; continue to negotiate amounts; present Budget Request at the Commission meeting of January 4, 2016; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2016-17 and 2017-18 Budget Request to the Controller and the Office of the Mayor by February 22, 2016. (Vote of 4 to 0)

0419-15-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42162-15/16	Department of Emergency Management	\$1,000,000	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, and recovery planning (in the event of a man made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities; review and analyze catastrophic plans; strengthen regional public information and warning systems; perform gaps and needs analysis to effectively respond to terrorism; improve current recovery planning efforts; facilitate community preparedness; and improve local debris removal plans to maximize Federal Emergency Management Agency (FEMA) public assistance requirements. Contractor will develop plans, trainings, exercises and evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.	Regular	10/31/2019

0419-15-8 Cont.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41068-14/15	Public Health	\$12,000,000	The program will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.	Regular	10/31/2020
43897-14/15	Public Health	\$400,000	The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.	Regular	6/30/2020
44258-15/16	Public Utilities Commission	\$20,000,000	This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services, natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).	Regular	4/30/2021
4027-09/10	Department of Building Inspection	Current Approved Amount \$269,420 Increase Amount Requested \$15,000 New Total Amount Requested \$284,420	Install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results. It will also allow inspectors to manage their workload and increase their time in the field. Total cost of project: \$385,120 including \$203,500 for hardware, software, licenses and Application Interface modules and \$181,620 for professional services and maintenance.	Modification	6/30/2017
37826-15/16	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000	The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system	Modification	12/15/2020

Speakers: Mikyung Kim-Molina, Department of Emergency Management spoke on PSC #42162-15/16
Taras Madison, Department of Building Inspections PSC #4027-09/10

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

CLOSED SESSION

0326-15-6 Public comment on all matters pertaining to Items #9 through 12. (Item No. 8)

None.

Vote on whether to hold Item #10 in Closed Session—Action Item.

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8)) (Item No. 9)

Speakers: None.

Action: Postponed items #9 through #12 to the meeting of January 4, 2016.
(Vote of 4 to 0)

Closed Session – Appeal of the Human Resources Director’s Determination of Insufficient Evidence to Sustain a Peace Officer’s Allegations of Harassment/Hostile Work Environment Due to Race, EEO File No. 1846. (Item No. 10)

Action: The Commission did not go into closed session.

Reconvene in Open Session. (Item No. 11)

- 1) Vote on whether to elect to disclose any or all discussions held on Item #11 in Closed Session (San Francisco Administrative Code Section 67.12 (a))**

Reconvene in open session (Item No. 12)

- A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM))

Action: The Commission did not go into closed session.

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 13)

Commissioner Favetti requested *that the Civil Service Commission (CSC) report on the CSC approval of the Personal Service Contract at Department of Building Inspection, what the duration was or whether there are any restrictions or limitations associated with the approval.*

Commissioner Roccanova requested that whenever we send a voluminous item thru drop box to find a way to organize the material to make the reference to the item easier to follow.

Commissioner Chan requested future discussion regarding viewing material on personal devices and the implication under public records requests.

As a final note, the January 4, 2016 Regular Commission Meeting will begin at 3:00 p.m.

ADJOURNMENT (Item No. 14)

2:58 p.m.

